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User's Manual Benilde Remote Access Version 1.0

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INFORMATION TECHNOLOGY DEPARTMENT

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Document Version History

Date	Version	Description	Author



1. Definition of Terms

- 1.1. *Infonet Account* – ITD provided login credential/s to gain access to the DLS-CSB network and online resources
- 1.2. *Virtual Private Network or VPN* - is a technology for using the Internet or another intermediate network to connect computers to isolated remote computer networks that would otherwise be inaccessible. A VPN provides security so that traffic sent through the VPN connection stays isolated from other computers on the intermediate network. VPNs can connect individual users to a remote network or connect multiple networks together.
- 1.3. *CheckPoint* – The software provider of the Virtual Private Network solution
- 1.4. *Benilde Remote Access* – The DLS-CSB name for Virtual Private Network facility
- 1.5. *Native Applications* – are home-grown applications that provide facility to students, faculty or employees to accomplish specific computing requirement
- 1.6. *Benilde Mail Account* – is a different login credentials to access the email facility using Google provided system.

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Date:	Date:	Date:



2. Pre-requisites

2.1. Installation Requirements

Some components are required in order for Benilde Remote Access software or VPN to work properly. Directly installing the remote access software will also help you determine if a component is missing or not. The system will prompt a message asking to install Active X or Java first if none is installed.

- 2.1.1. Ensure that your Infonet Account is activated. *(Please proceed to the IT Department to apply or activate your Infonet account)*
- 2.1.2. Active X or Java components should be installed first for Internet Explorer, Firefox and Google Chrome browsers respectively.
- 2.1.3. Uninstall any existing VPN software (ex. aventaill, etc.)
- 2.1.4. For Safari, firefox **and chrome** browsers, we recommend running java test first at <http://www.java.com/en/download/testjava.jsp> to ensure that you have the latest java version. If none is installed, you can also download the application on the same site.

3. Procedures

3.1. Using Firefox Browser

- 3.1.1. Open Firefox web browser and type <https://vpn.benilde.edu.ph> at the URL.

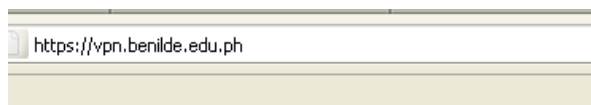


Figure 1

- 3.1.2. A warning message “**This Connection is Untrusted**” will appear. Click “**I Understand the Risks**” option.

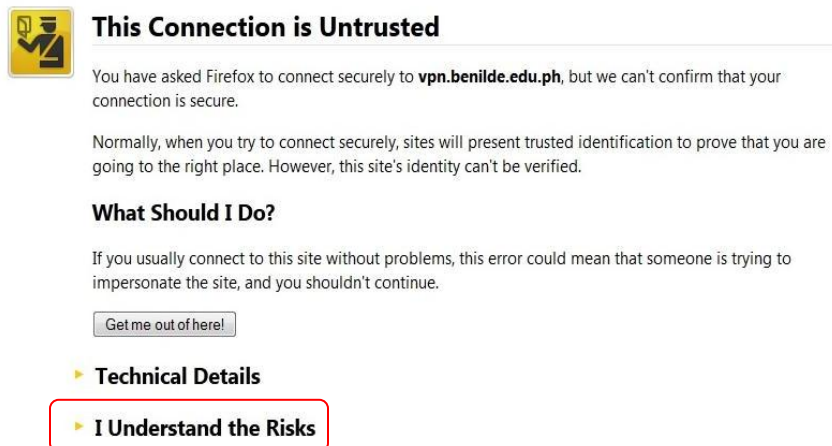


Figure 2

- 3.1.3. Click “Add Exception” option. Verify that <https://vpn.benilde.edu.ph> is the one indicated at the location field of the “Add Security Exception” window.

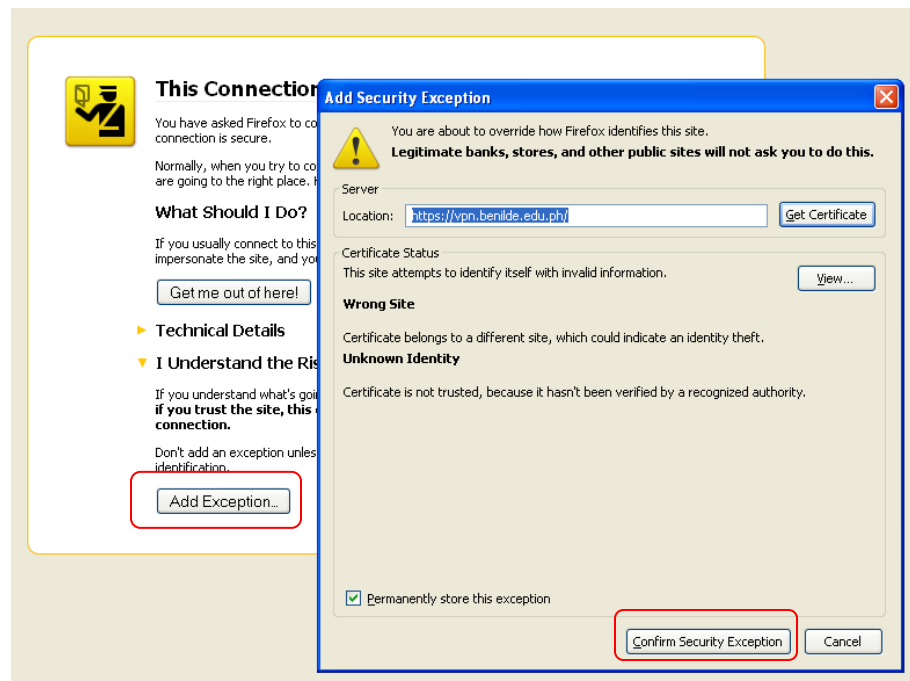


Figure 3

- 3.1.4. Click “Confirm Security Exception” button.
- 3.1.5. Sign in your Infonet [username](#) and [password](#) when the following screen appears.

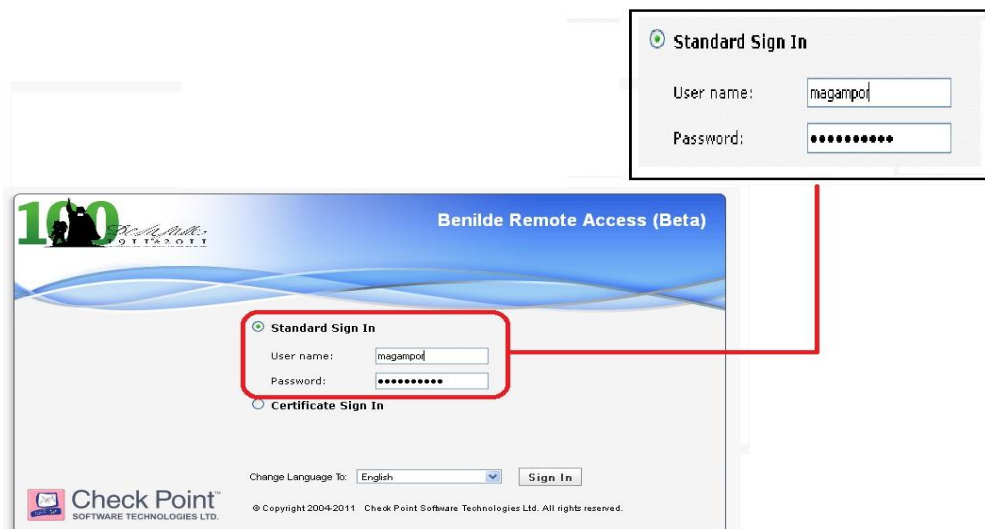


Figure 4



- 3.1.6. At the [Benilde Remote Access](#) page, click “connect” button to access desired native application/s such as: SISREP, Payslip or OLPS. Library portal are directly accessible at the [web](#) section of the web page.

Important: Please note that Benilde Remote Access or VPN connection is designed for secure remote connection to the organization’s internal network via the internet. Hence, once connected, your access is limited only to the applications provided under VPN. Internet browsing may not be feasible. You have to disconnect the VPN connection to access the internet again.

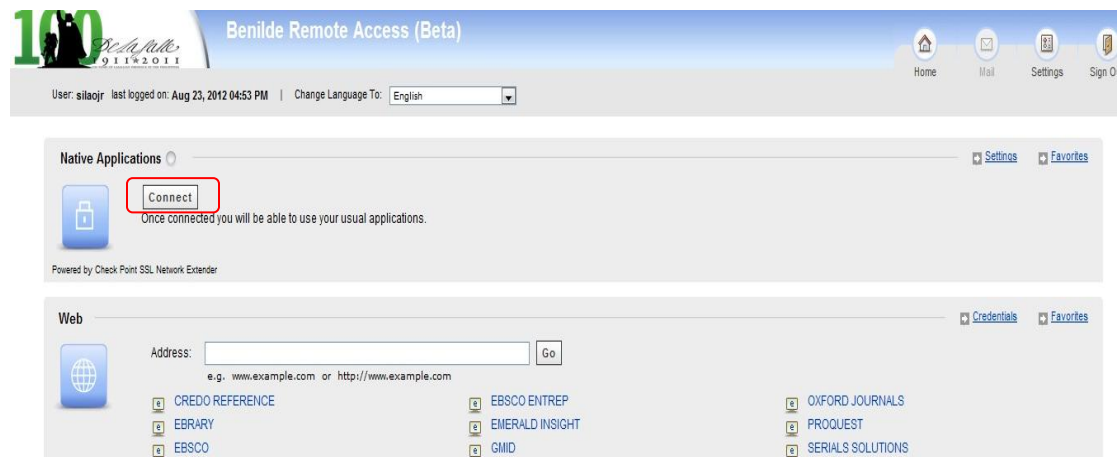


Figure 5

- 3.1.7. While connecting, a pop-up window will appear indicating status of secure connection.

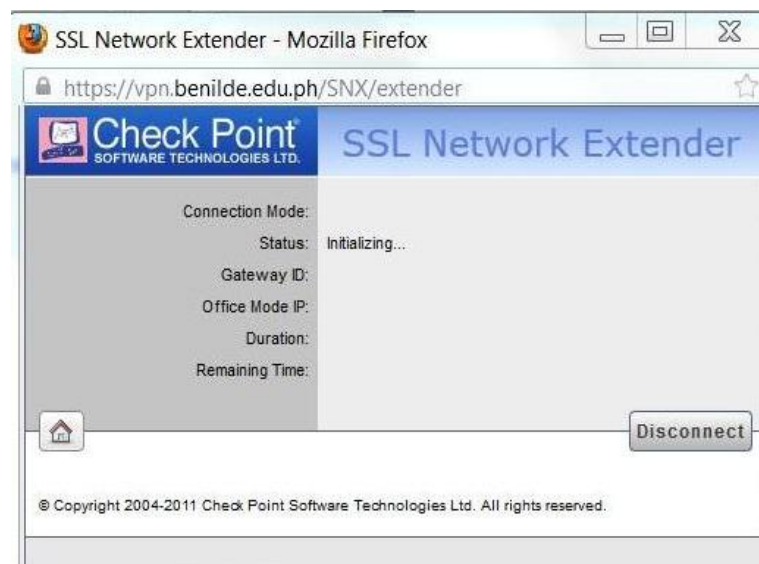


Figure 6



NOTE: A [disconnect](#) button indicates that you are connected already and can access desired applications. Either you access them at the [SSL Network Extender](#) window or minimize and turn to [Benilde Remote Access](#) web page.

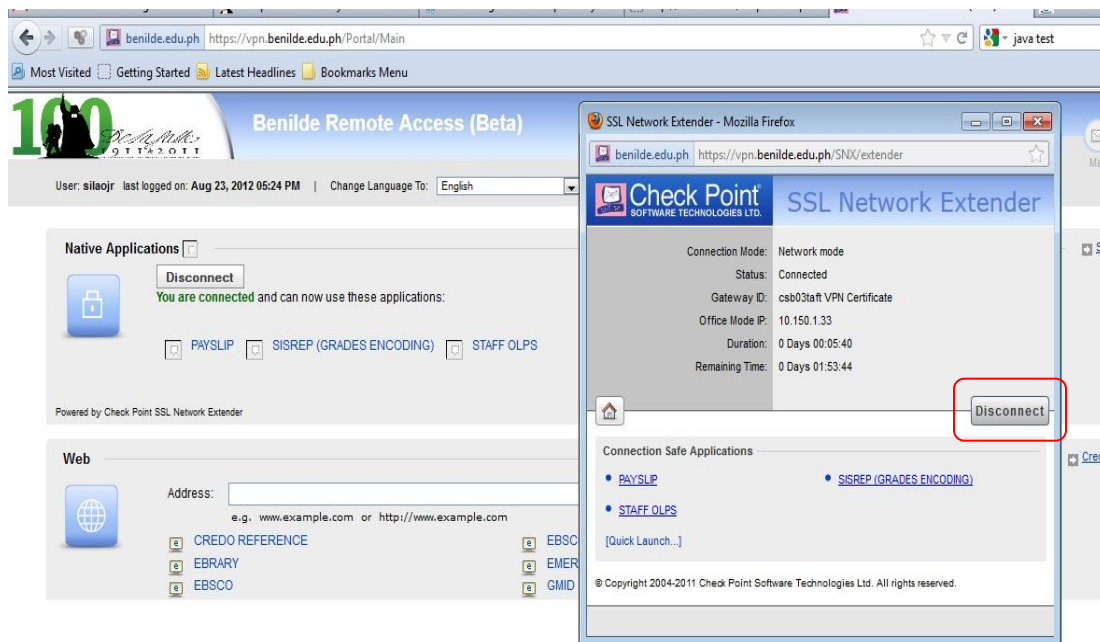


Figure 7

3.1.8. Click [“disconnect”](#) once you are finished accessing your desired application.



3.2. Using Internet Explorer

- 3.2.1. Open Internet Explorer web browser and type <https://vpn.benilde.edu.ph> at the URL.



Figure 8

- 3.2.2. A warning message “There is a problem with this website’s security certificate” will appear. Click “Continue to this website (not recommended)” option.

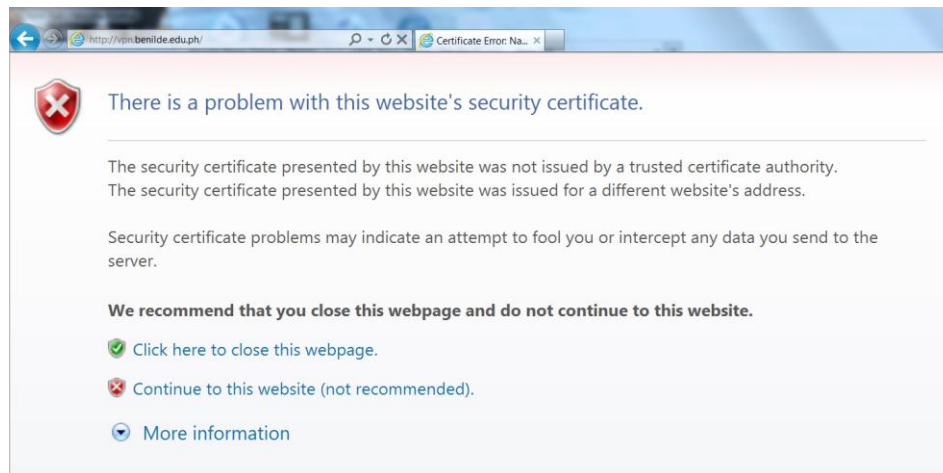


Figure 9

- 3.2.3. Sign in your Infonet [username](#) and [password](#) when the following screen appears.

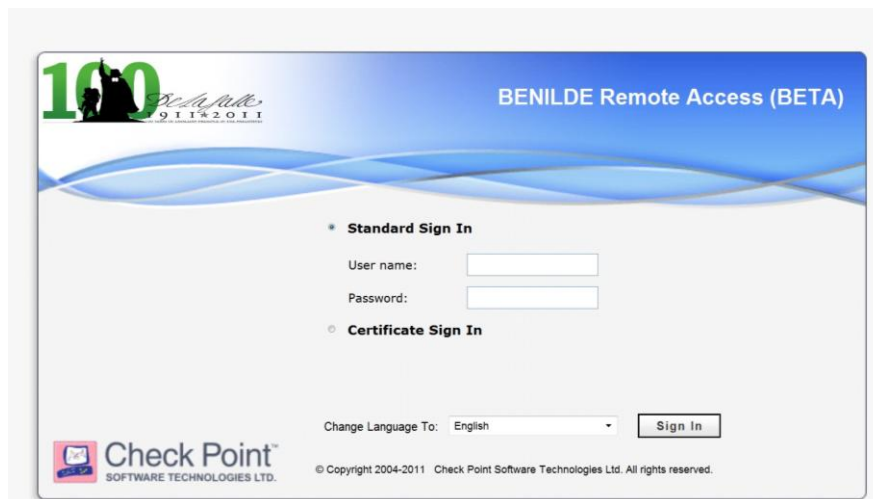


Figure 10



3.2.4. Under the Native Application, click on the Connect button

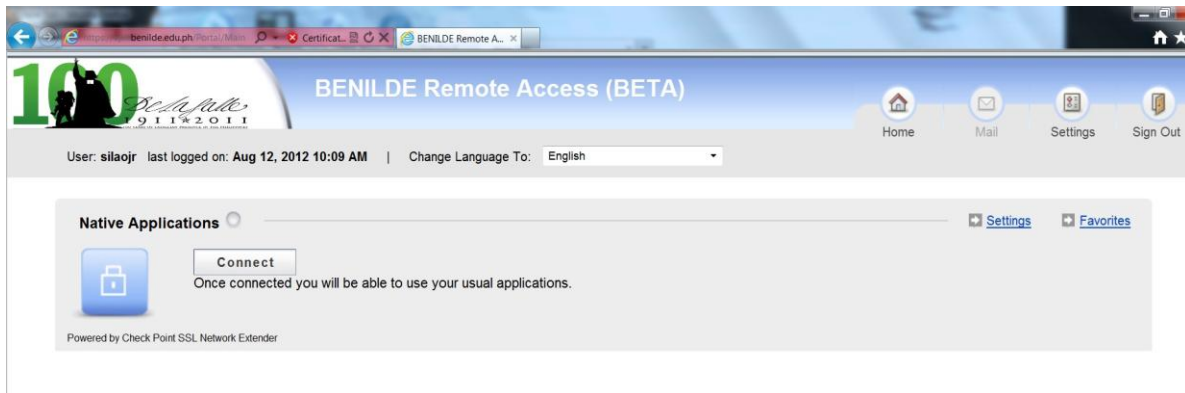


Figure 11

3.2.5. The following window will open to install the VPN component. Click “install” then “trust server” buttons on the next windows to appear.

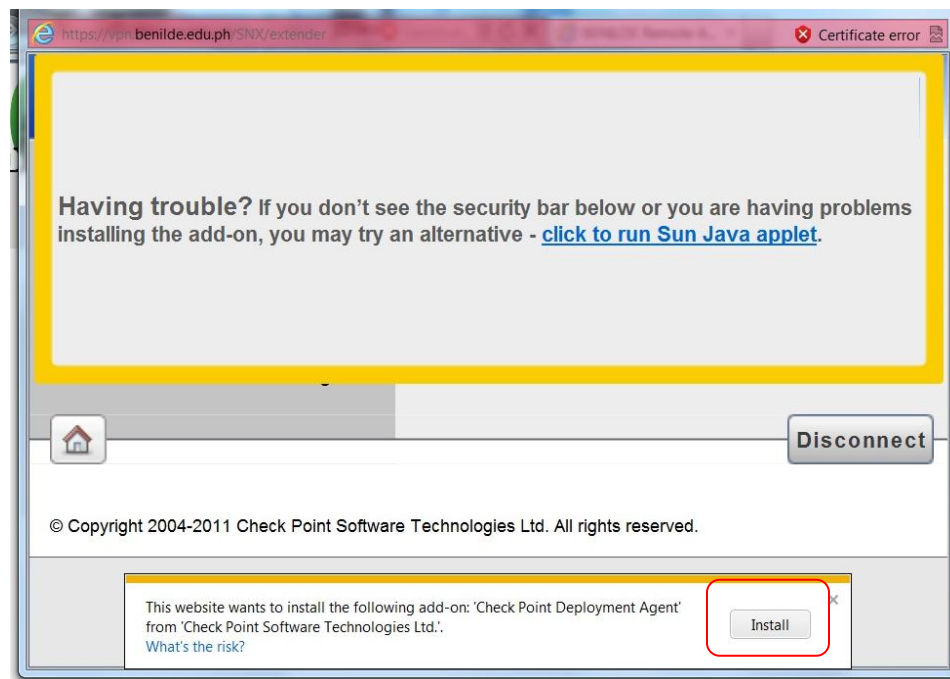


Figure 12

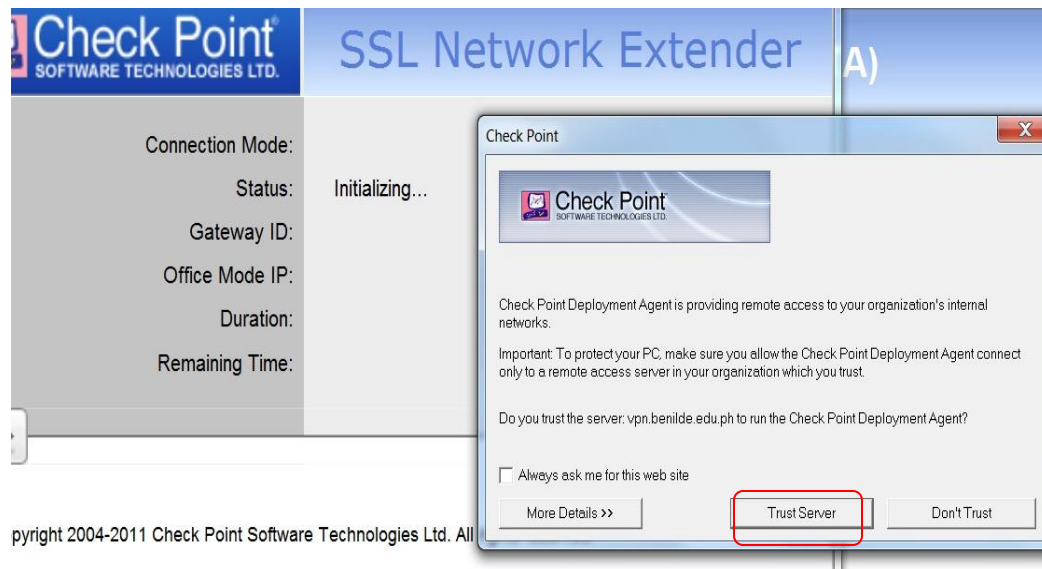


Figure 13

3.2.6. Click “Allow” button when Internet Explorer Security window appear

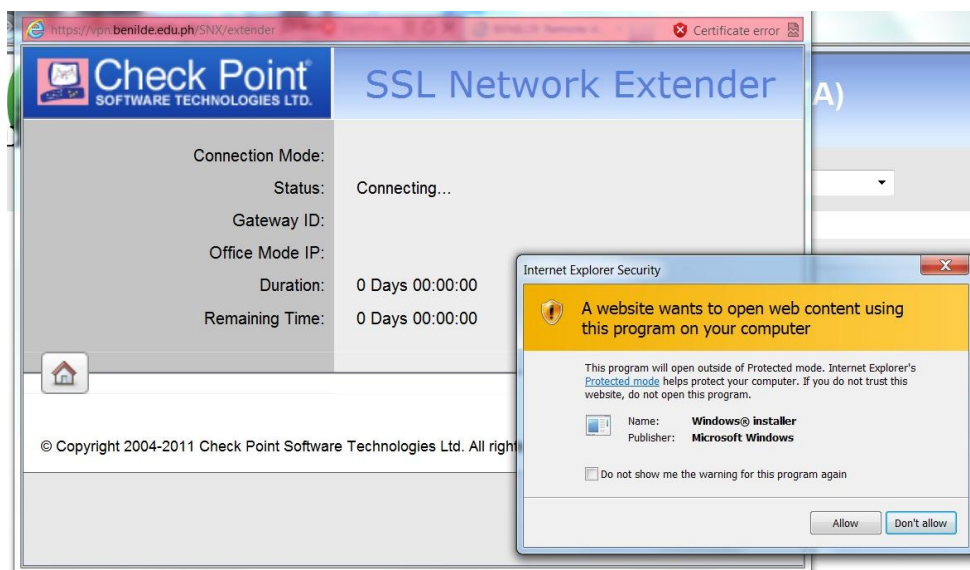


Figure 14

3.2.7. Wait until the connection process is finished. Just click allow access in any succeeding security alert windows that will appear until you get connected. One indication that you are connected is when you see the “disconnect” button at the SSL Network Extender window.

3.2.8. [See page 8.](#)



3.3. Using Google Chrome

- 3.3.1. Open Google Chrome web browser and type <https://vpn.benilde.edu.ph> at the URL.
- 3.3.2. A warning message “The site’s security certificate is not trusted!” will appear. Click “Proceed anyway” option.

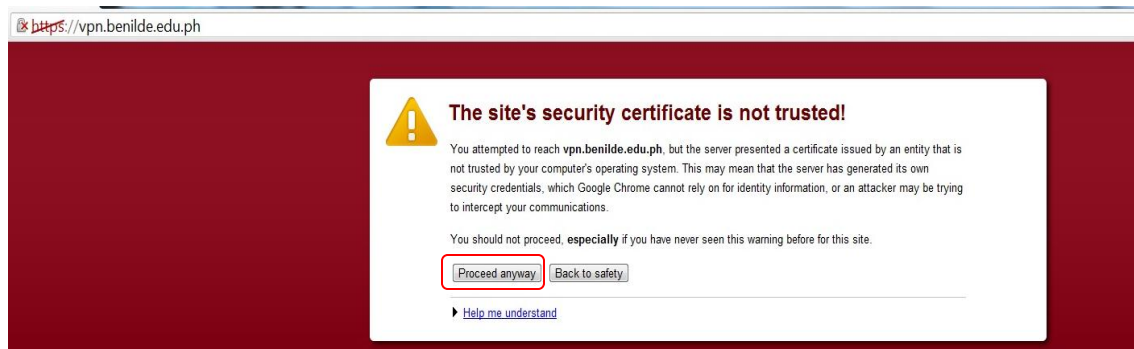


Figure 15

- 3.3.3. Sign in your Infonet [username](#) and [password](#) when the following screen appears.

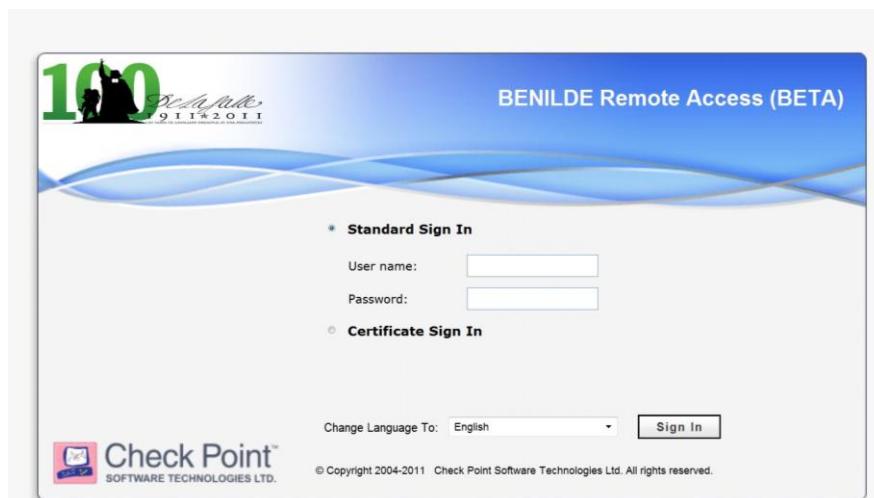


Figure 16



3.3.4. Click the “Connect” button under the “Native Application” section.

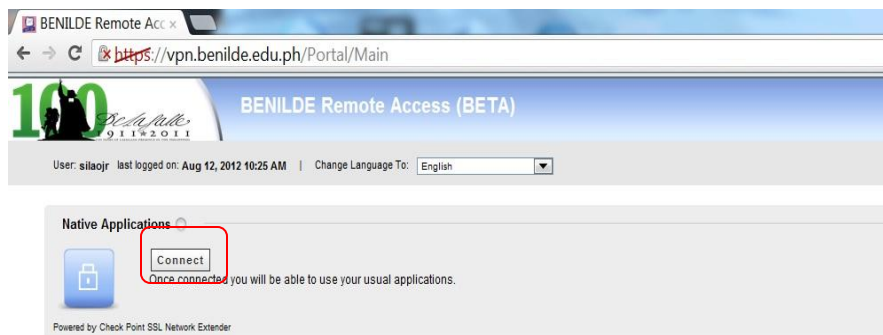


Figure 17

3.3.5. Click “Yes” button when the security warning window appears.



Figure 18

3.3.6. Wait for the application to be installed until you see the window below showing the available applications to access. You are now connected at this point.

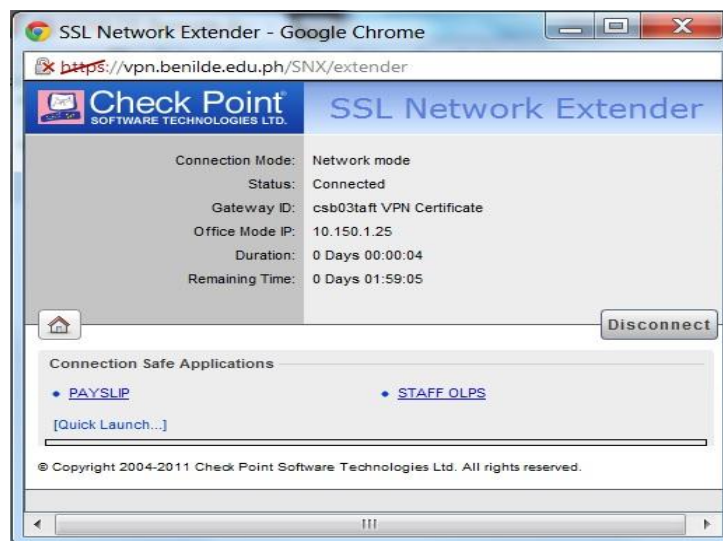


Figure 19



3.3.7. Same as page 8.

3.4. Using Safari Browser

Using Safari on Mac OS

3.4.1. For JAVA installation check version of Mac OS



Figure 20

3.4.2. Search and download a compatible JAVA version

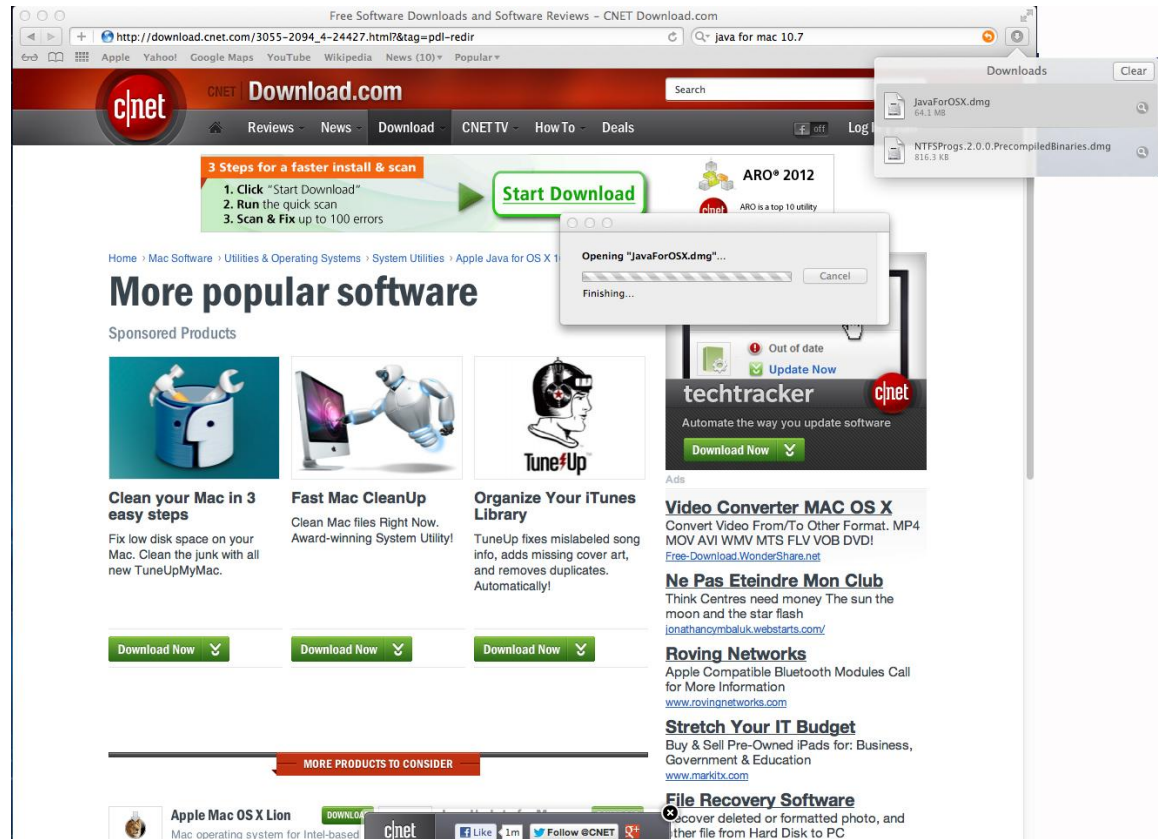


Figure 21

Note : It is recommended to download the java runtime (JRE) from the official Java website, <http://www.java.com/en/>

3.4.3. To install JAVA, double click the package located in the downloads folder



Figure 22

3.4.4. Click “Continue” button under introduction menu.

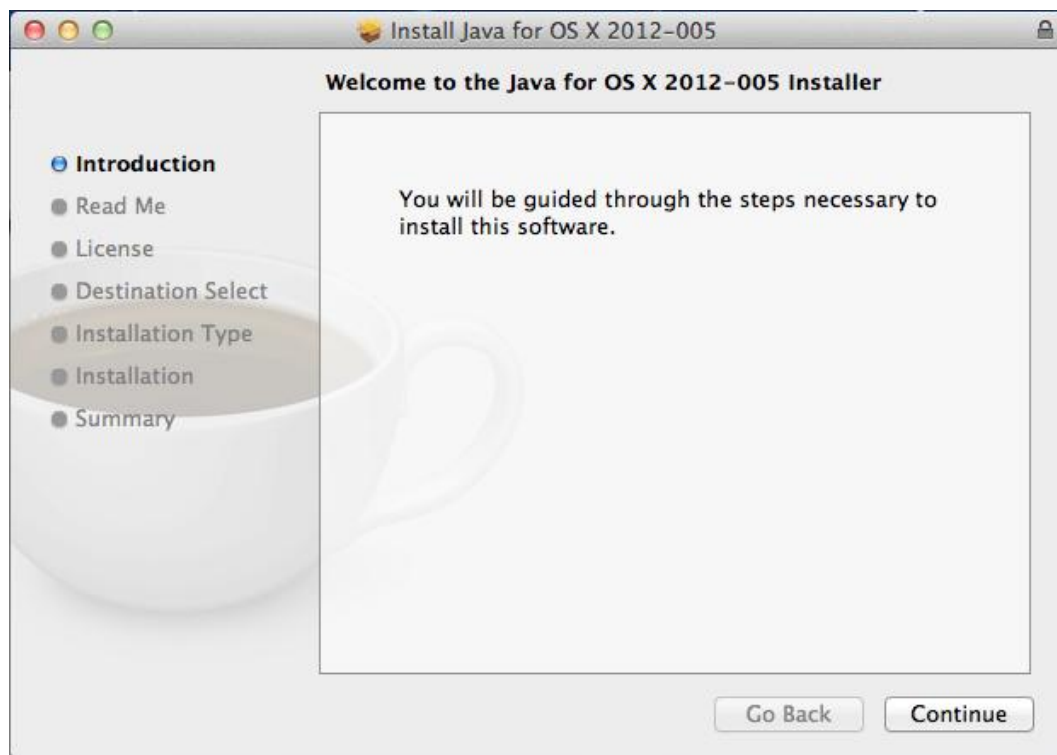


Figure 23



3.4.5. Click “Continue” button under read me option

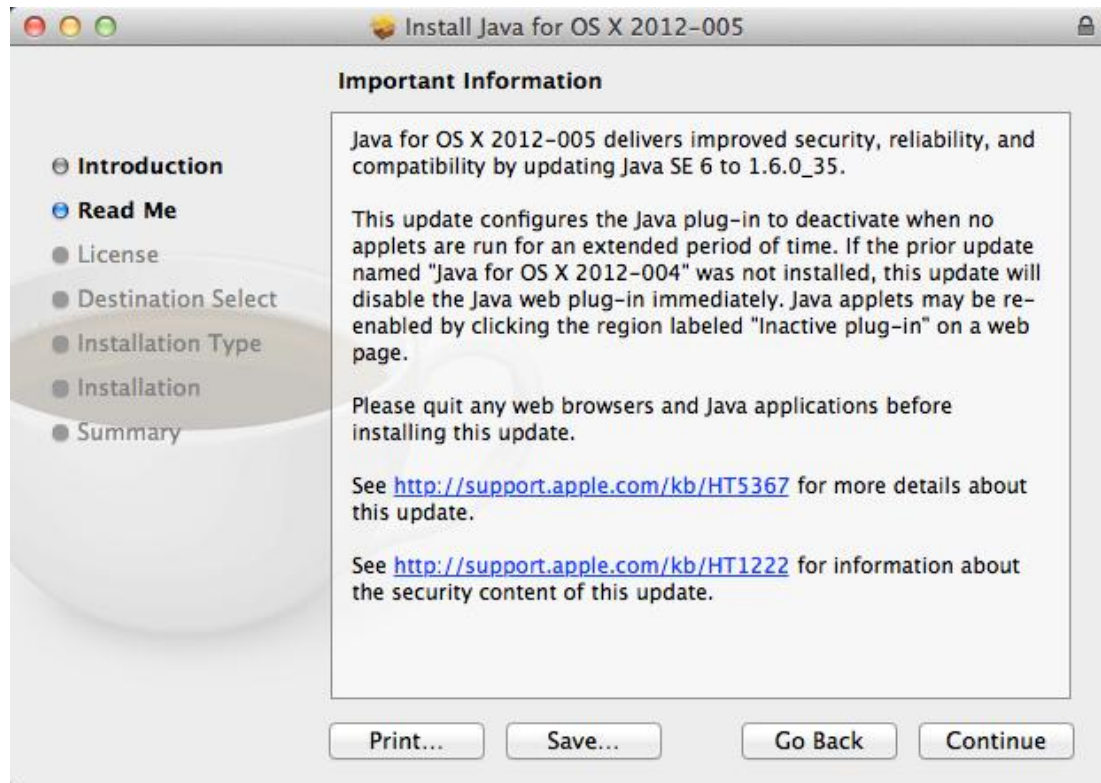


Figure 24

3.4.6. Click “Continue” button under license option

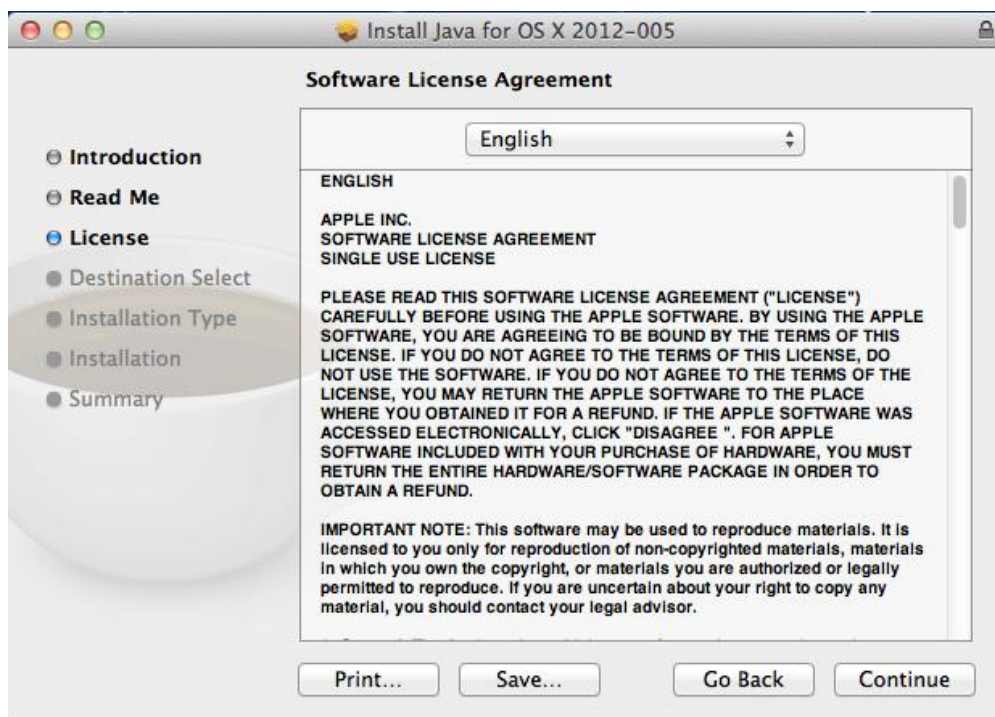


Figure 25

3.4.7. A pop-up menu will appear and select “Agree”

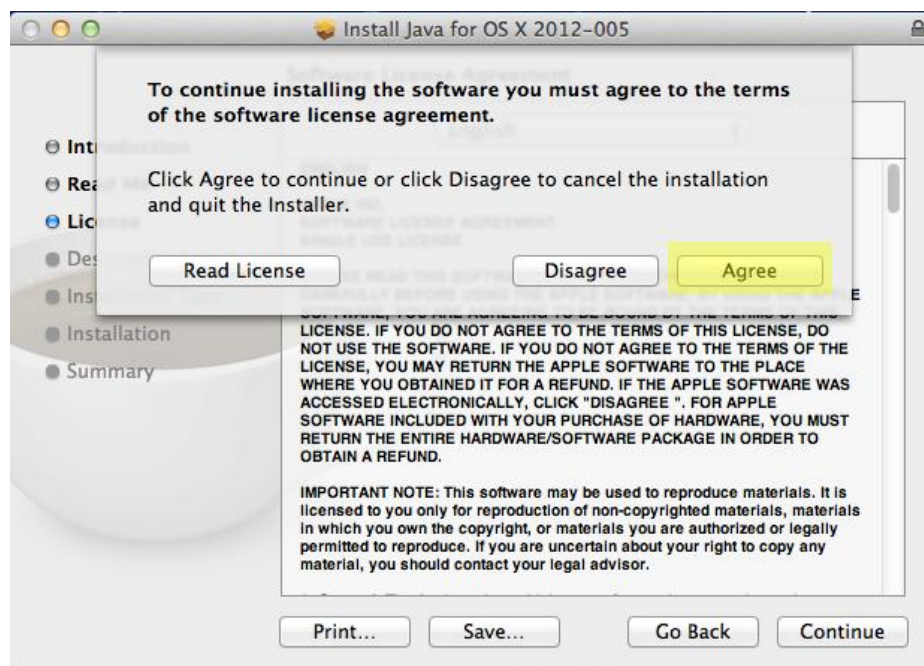


Figure 26



3.4.8. Click “Install” button under installation type menu

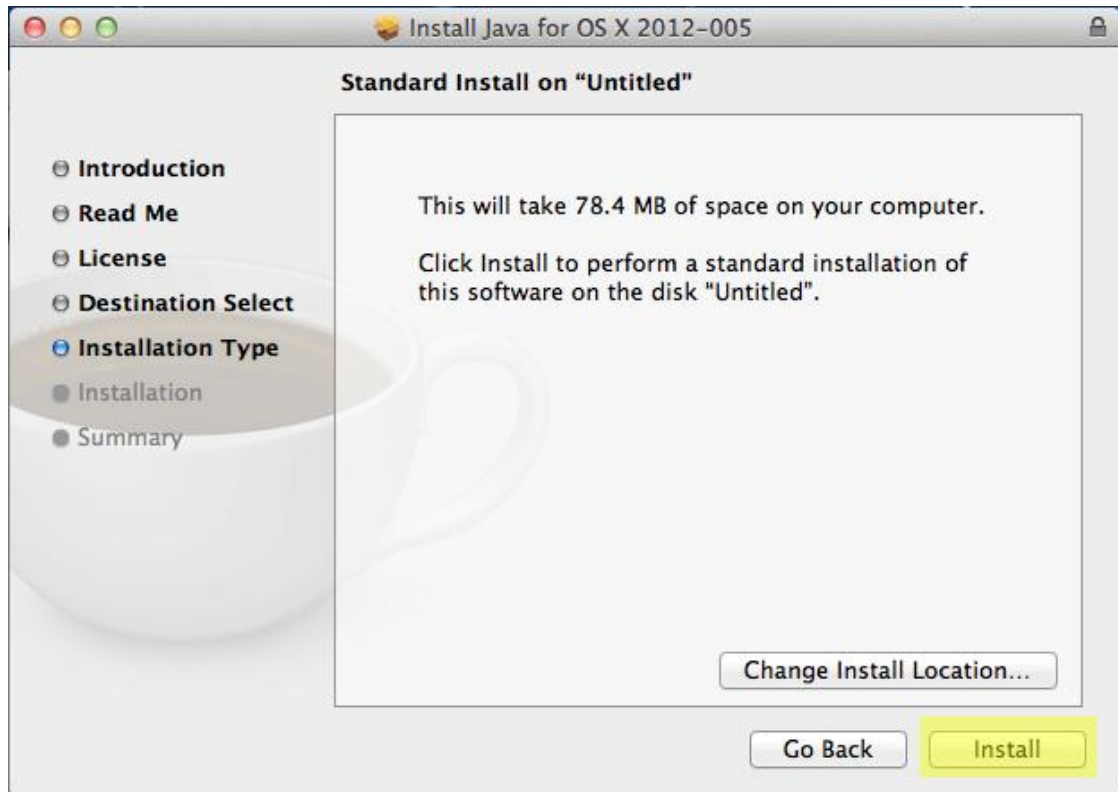


Figure 27

3.4.9. A pop-up menu will appear and must input the local administrator account

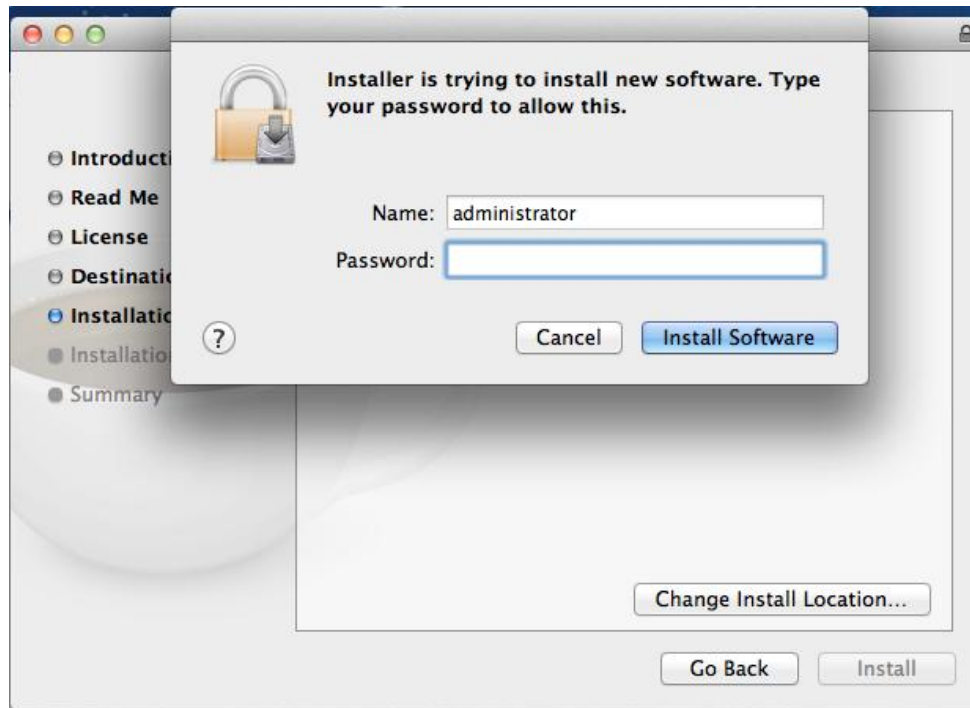


Figure 28

3.4.10. Wait until the installation process is done

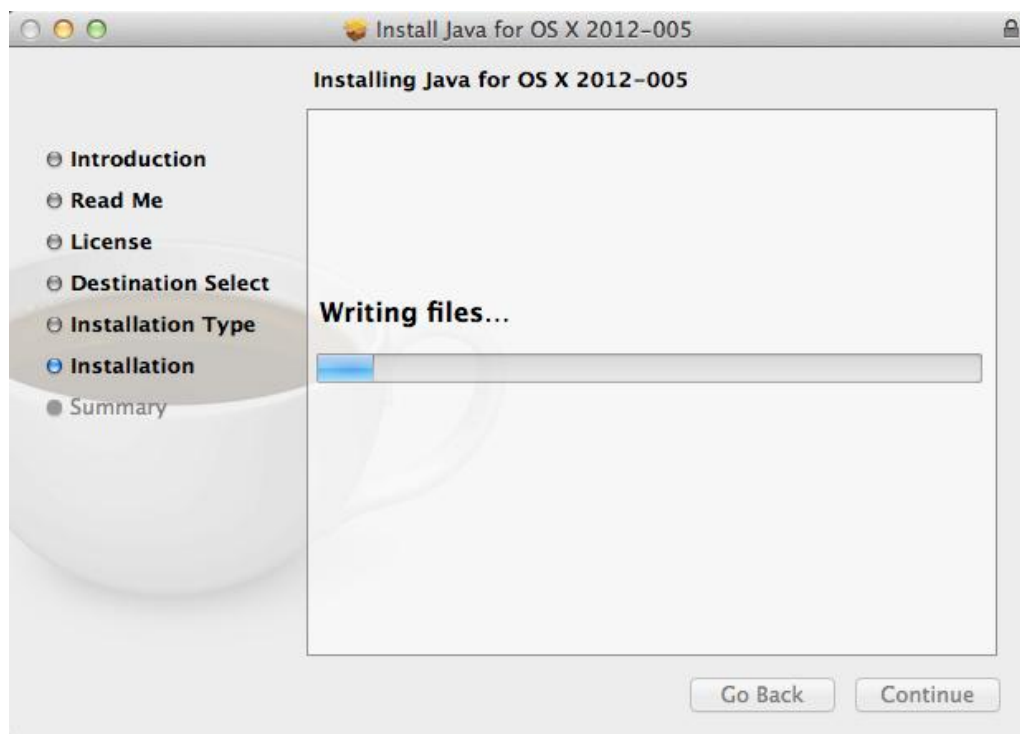


Figure 29

3.4.11. For successful installation, select “close” to end the process.

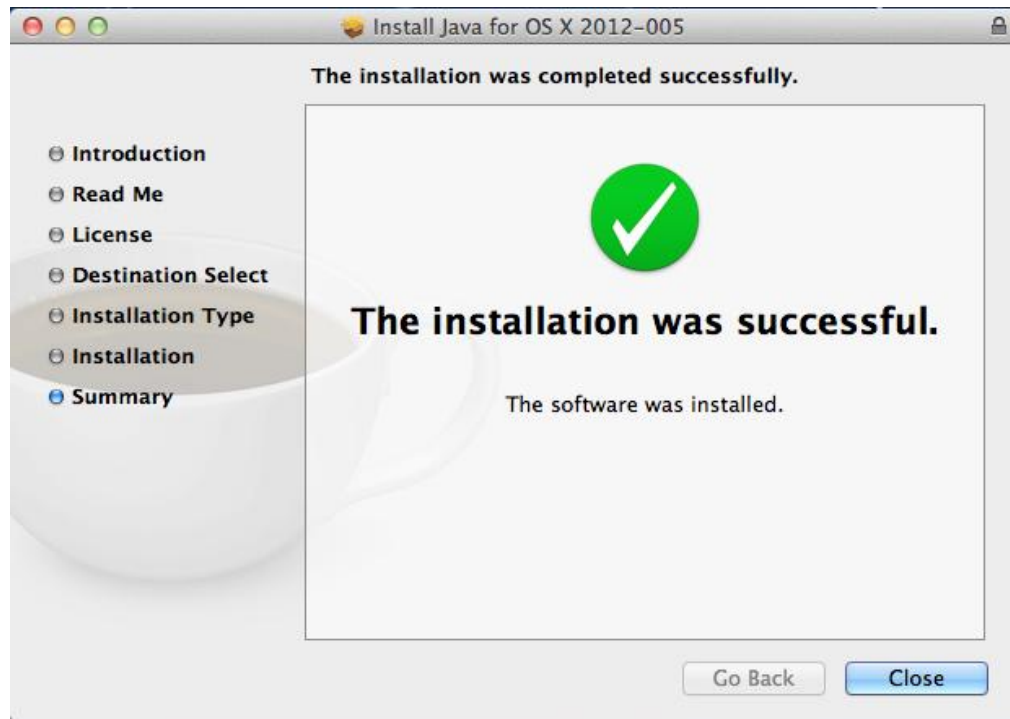


Figure 30



3.4.12. Verify if JAVA works properly, type this path to your browser: <http://www.java.com/en/download/testjava.jsp> and press “test the currently installed version of JAVA”

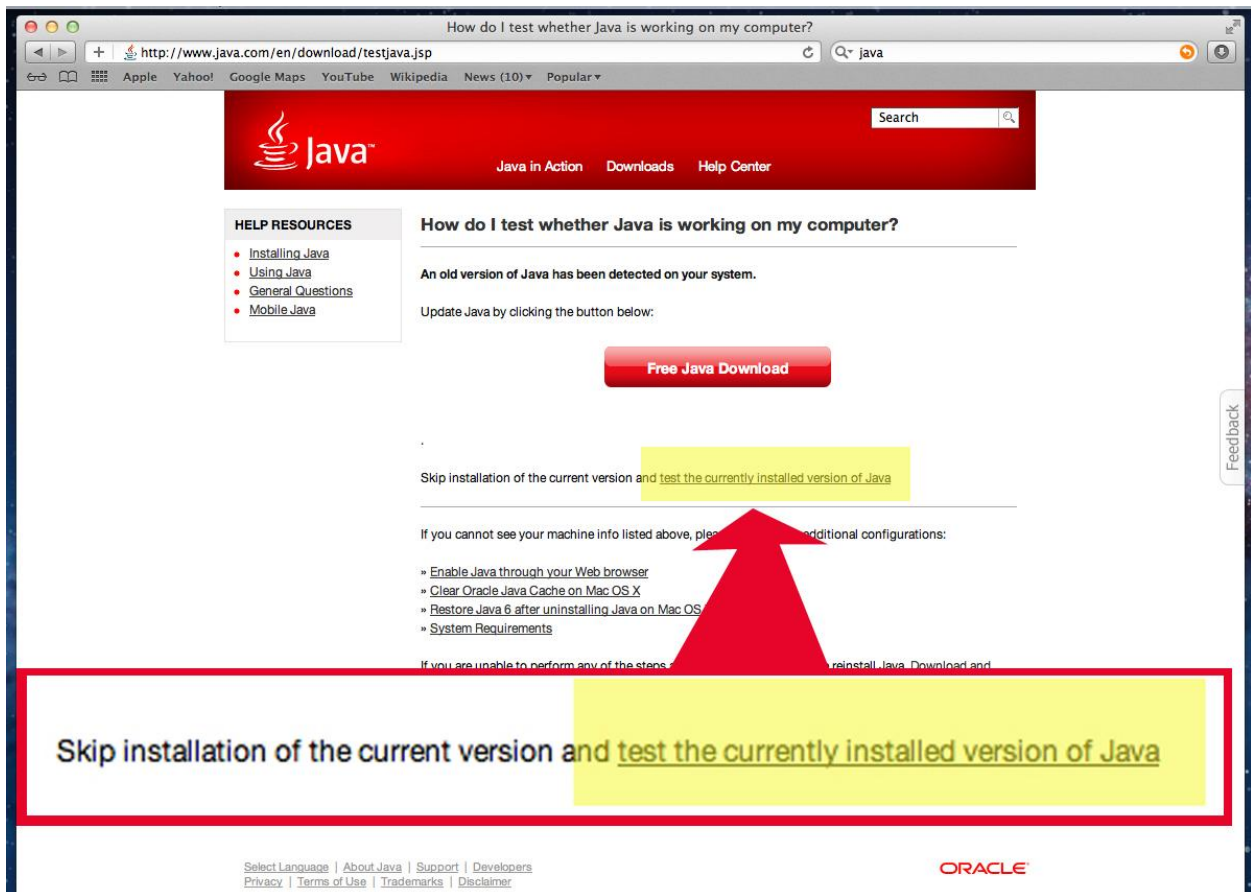


Figure 31

3.4.13. Follow the succeeding figures for JAVA verification. Click “Inactive plug-in” then a pop-up will appear and press “Enable”



Figure 33

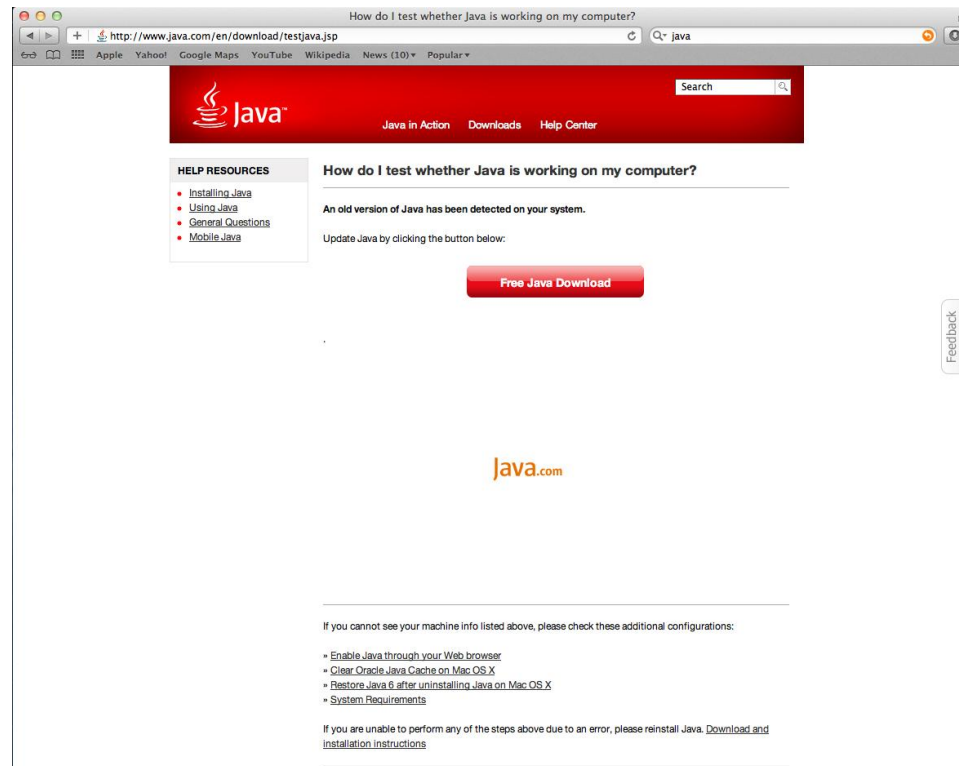


Figure 34

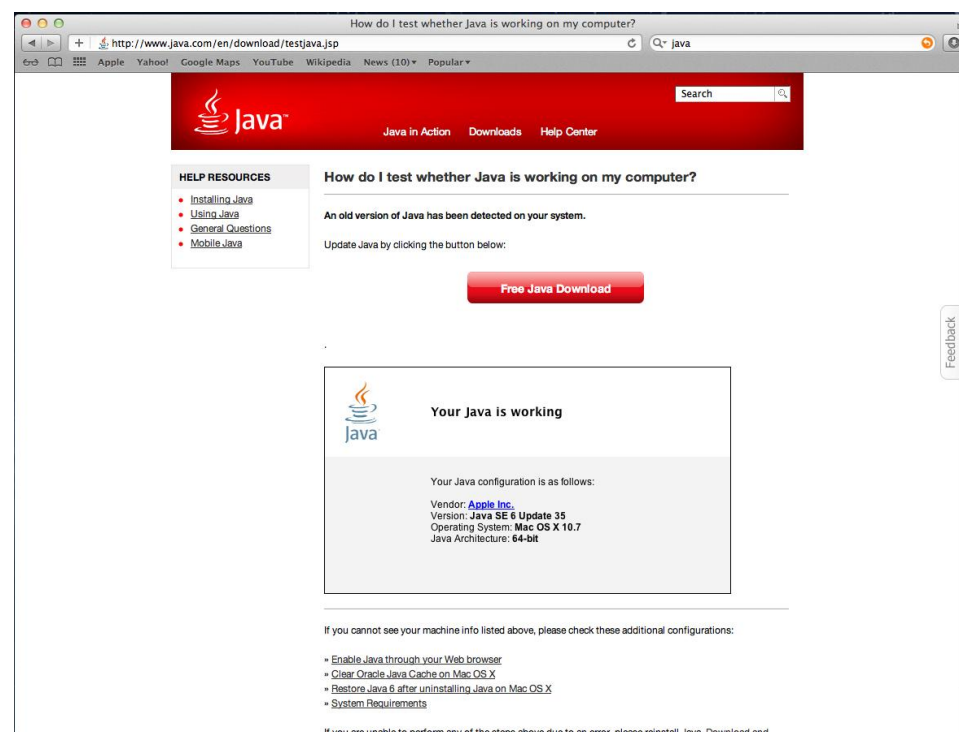


Figure 35

3.4.14. Installation and configuration of SSL Network Extender

3.4.15. Open Safari web browser and type <https://vpn.benilde.edu.ph> at the URL. A warning message “Safari can’t verify the identity of the website “vpn.benilde.edu.ph” will appear. Click “Continue” button to proceed.

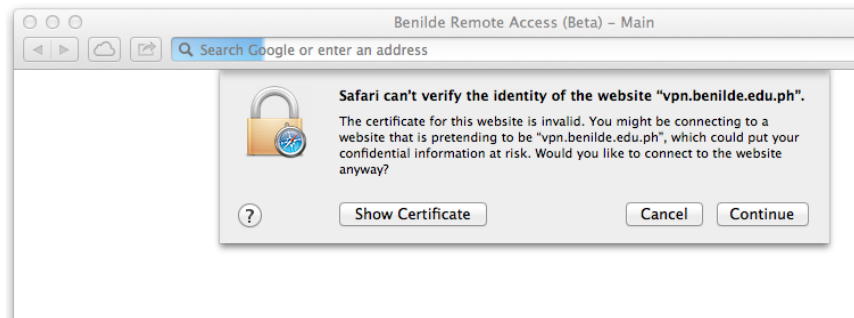


Figure 34

3.4.16. Sign in your Infonet [username](#) and [password](#) when the following screen appears.

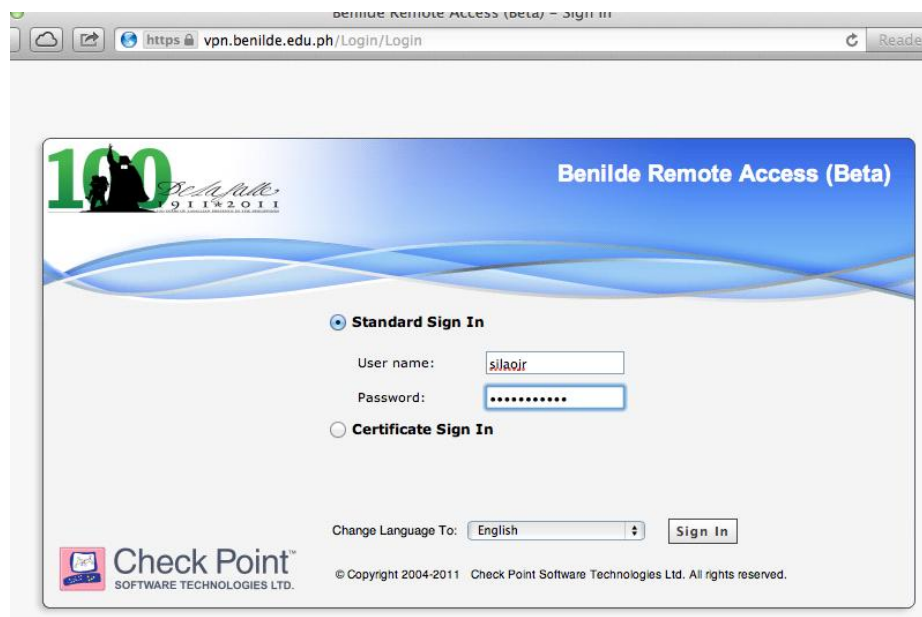


Figure 35



3.4.17. To begin with the SSL installation, proceed to “[Settings Tab](#)”. In the drop down menu select “[Edit Native Applications Settings](#)”

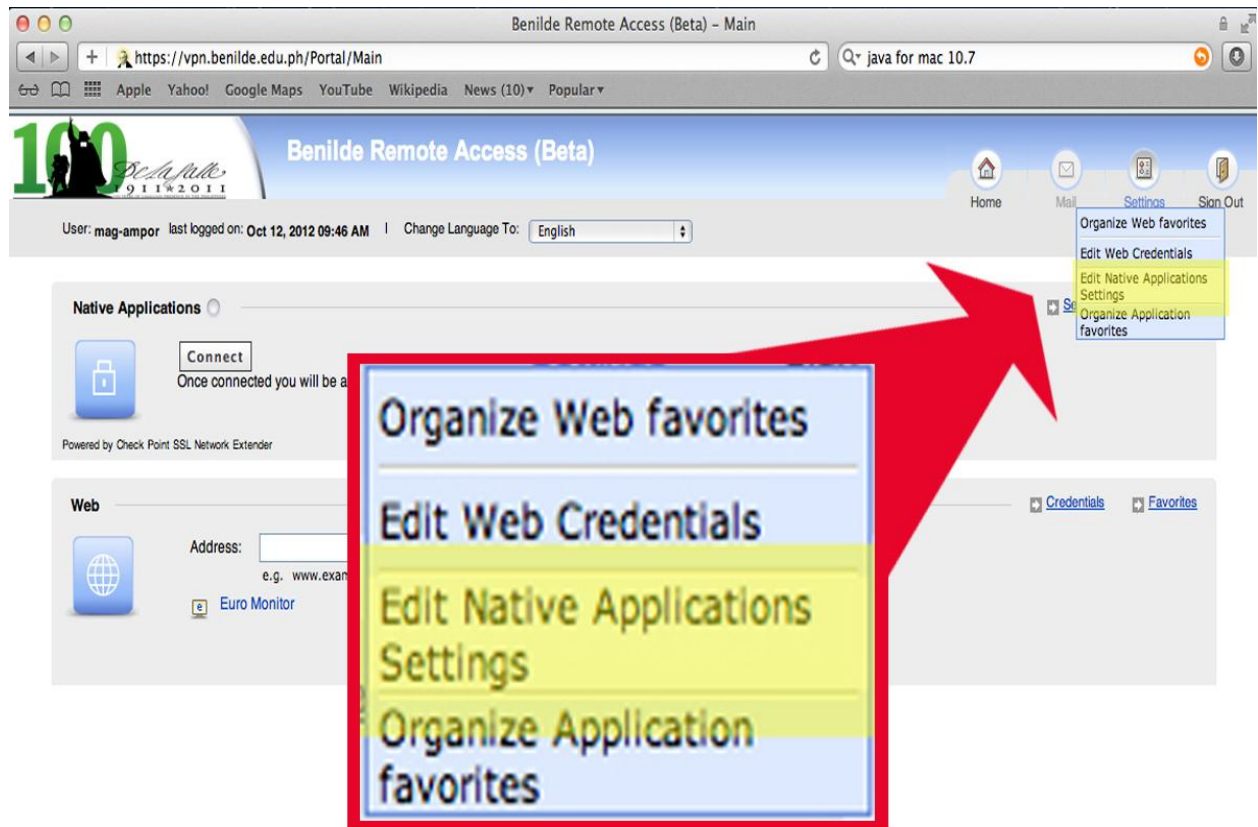


Figure 36



3.4.18. Another page will appear and download SSL Network Extender

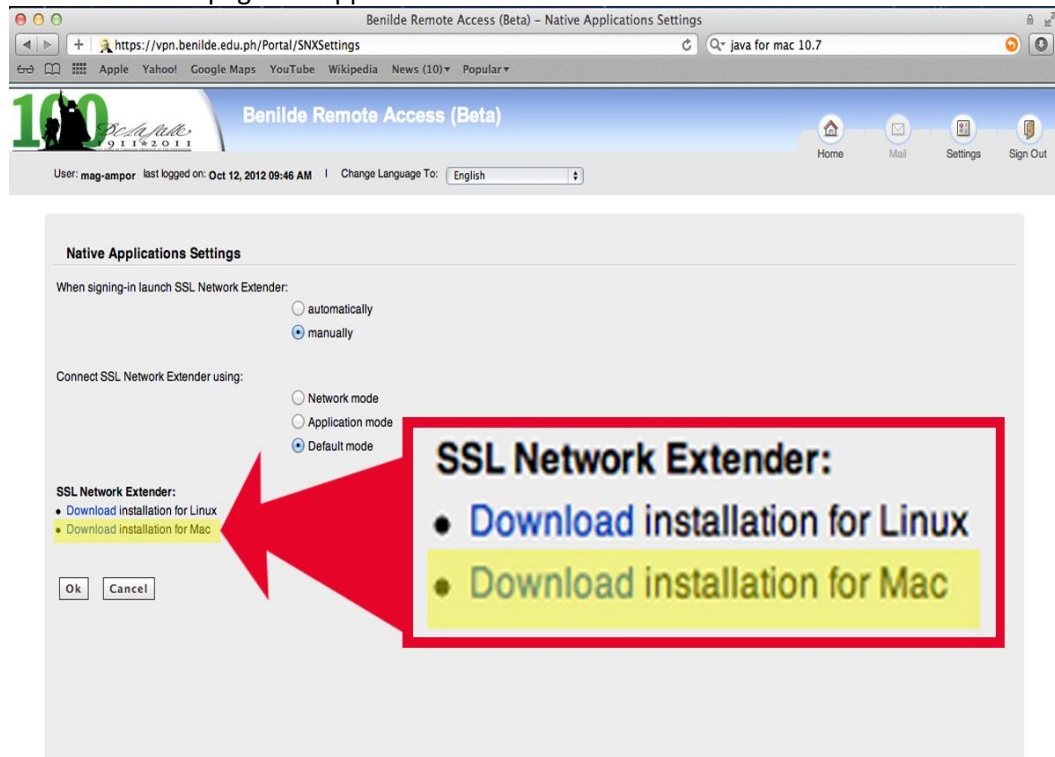


Figure 37



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3.4.19. Once the downloading of SSL Network Extender for Mac is completed usually located in downloads folder. Open the “terminal” application under the utilities folder.

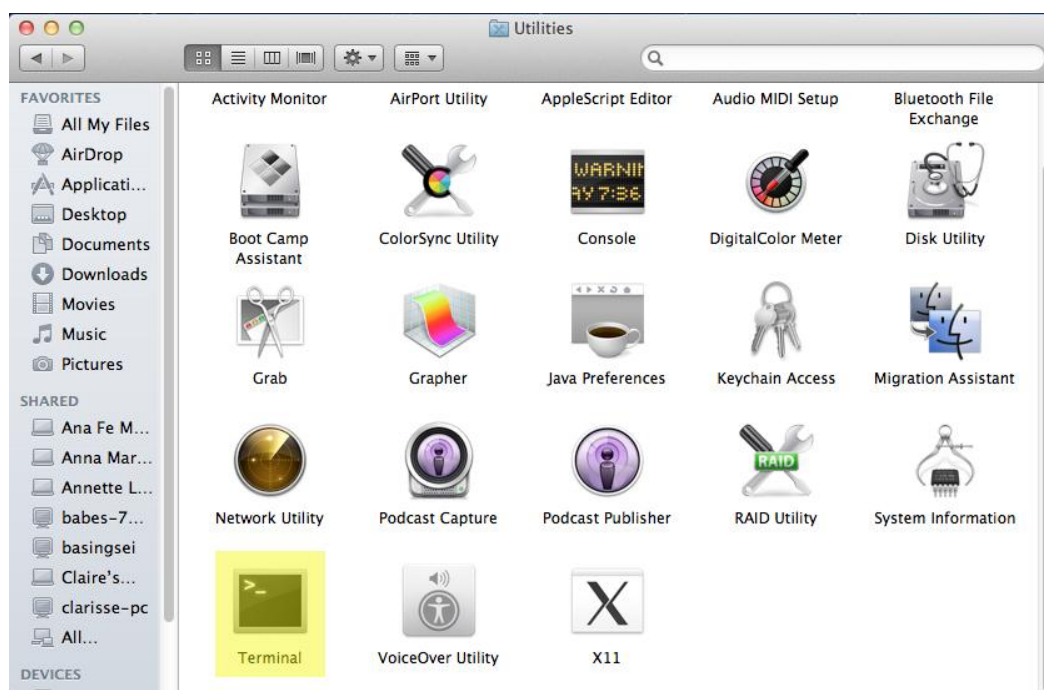


Figure 38

3.4.20. On the terminal window, type this command: `cd downloads`.

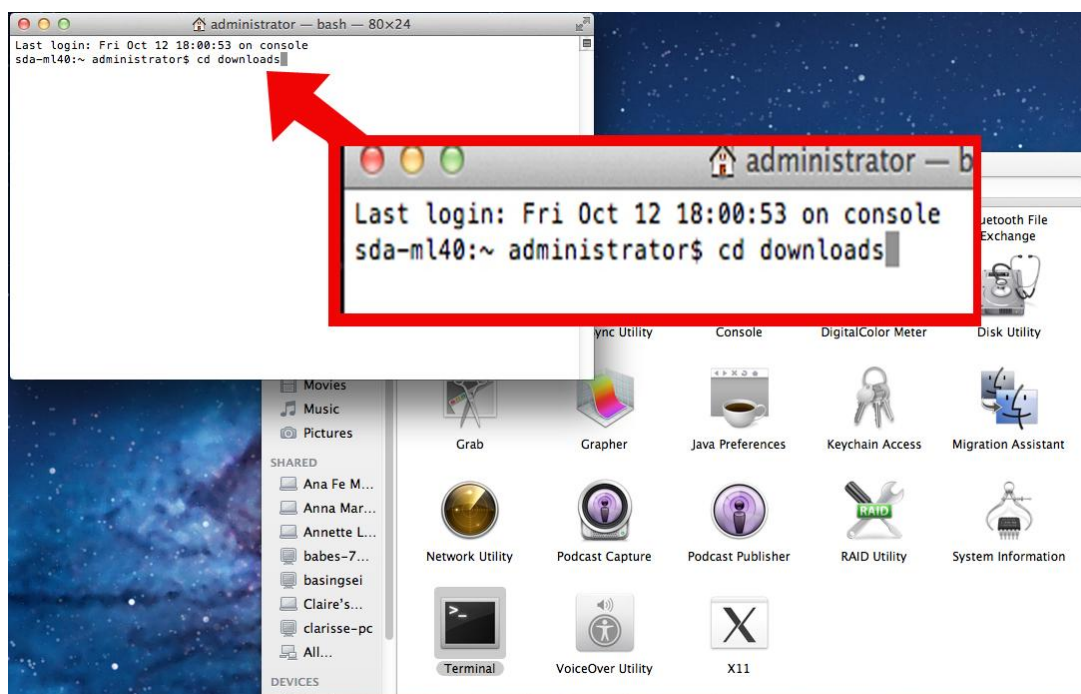


Figure 39

3.4.21. Once the command is executed, directory is now path under downloads folder wherein the SSL Network Extender file is located.

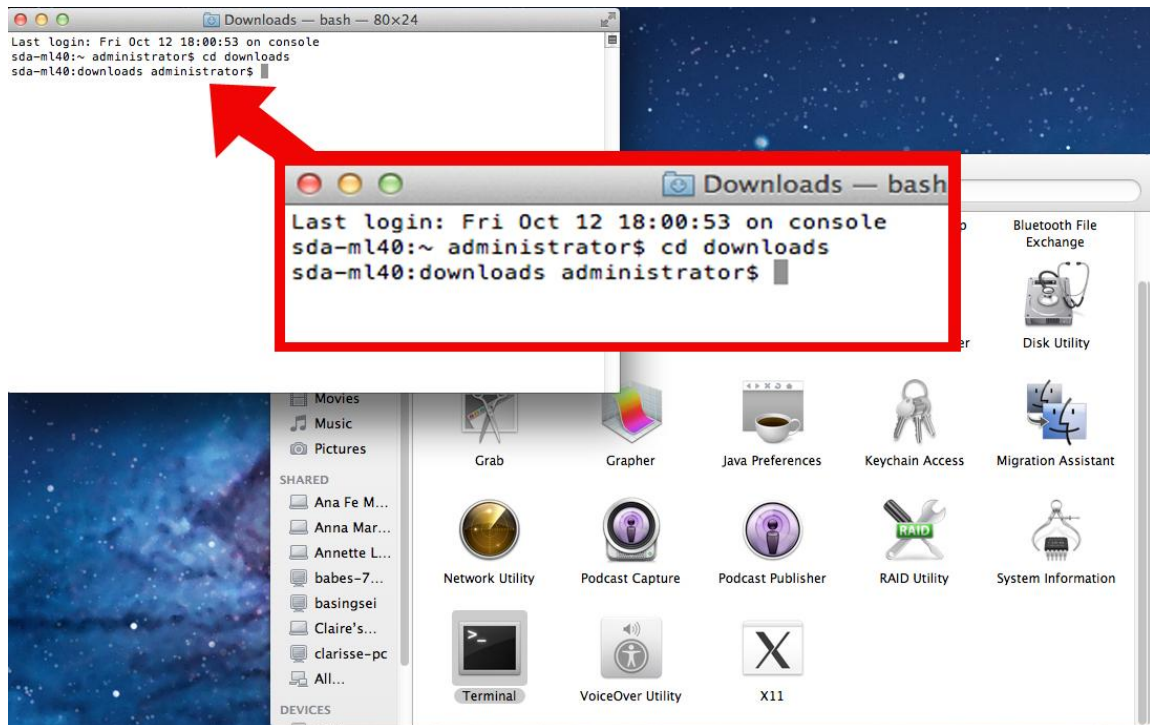


Figure 40

3.4.22. To extract the SSL network Extender installer, command is: "sh snx_install_osx.sh"

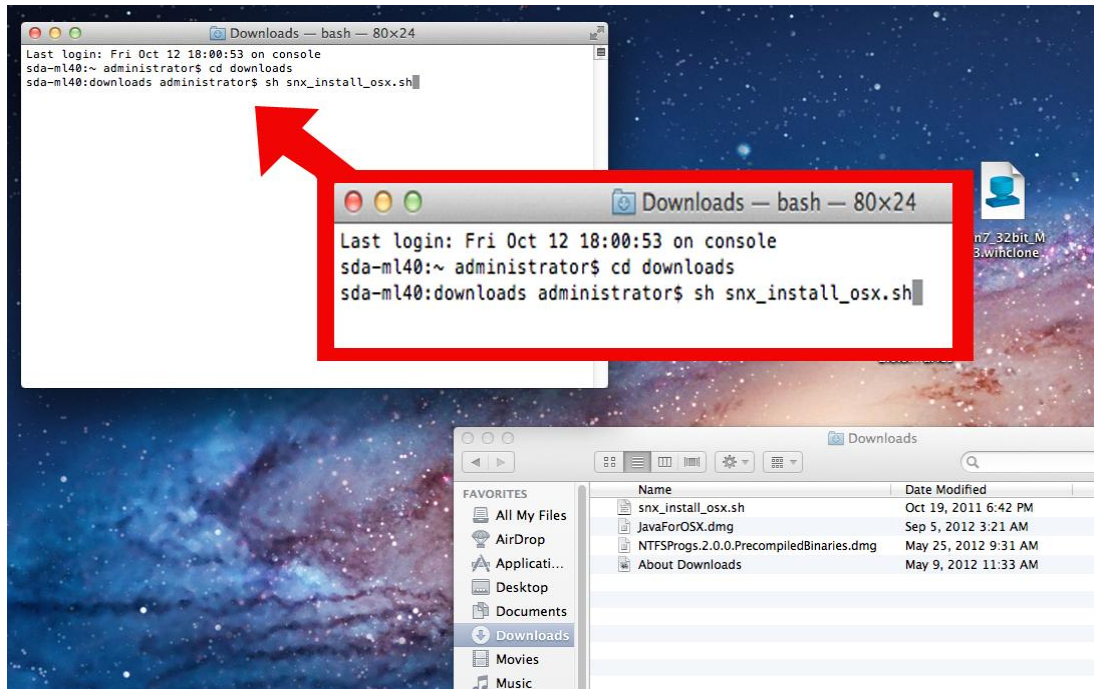


Figure 41

3.4.23. A pop-up will appear then use local administrators account

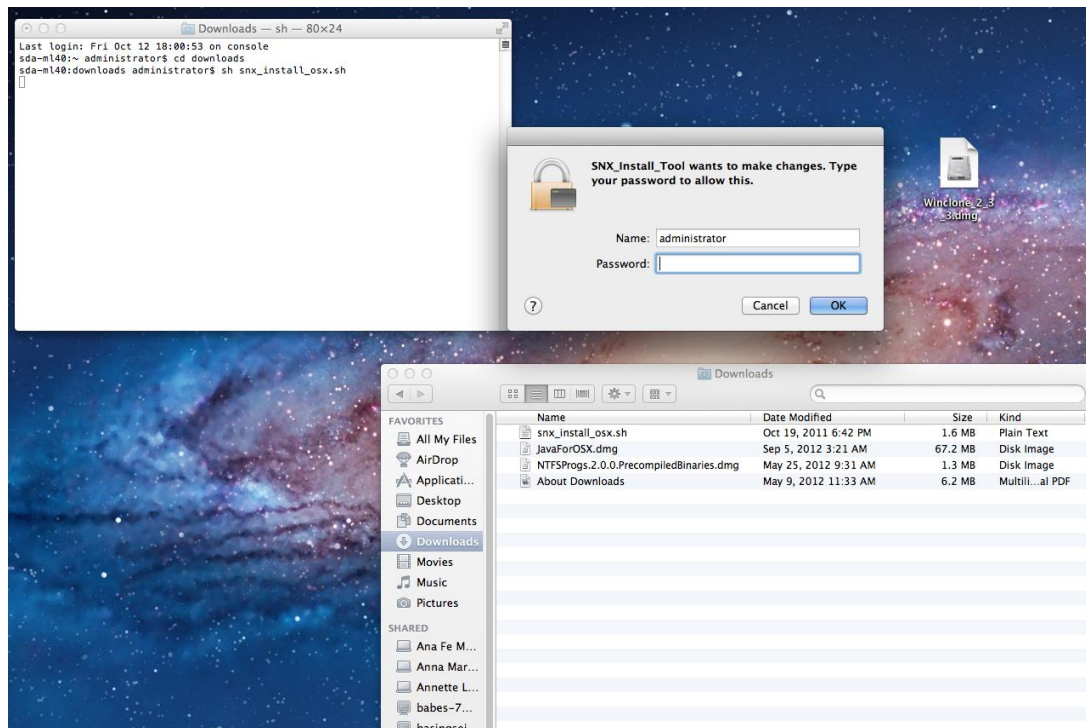


Figure 42

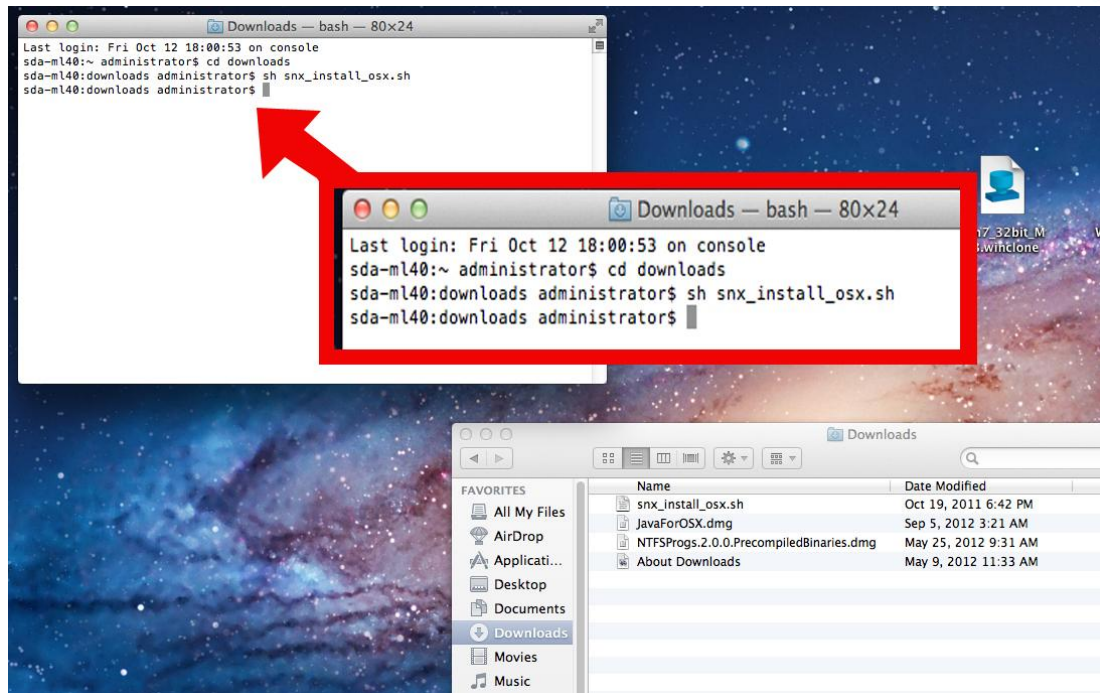


Figure 43

3.4.24. For connection testing, Type the VPN page: <http://vpn.benilde.edu.ph> and select “continue”

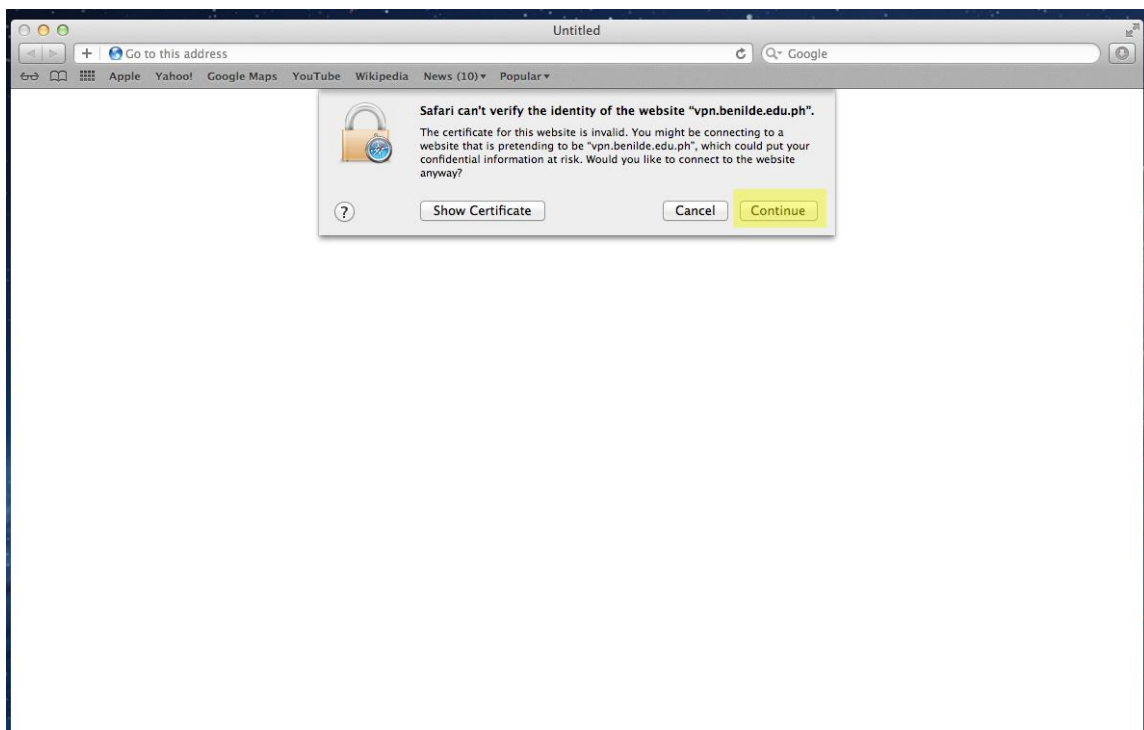


Figure 44



3.4.25. In the Benilde Remote Access page, Click “connect”

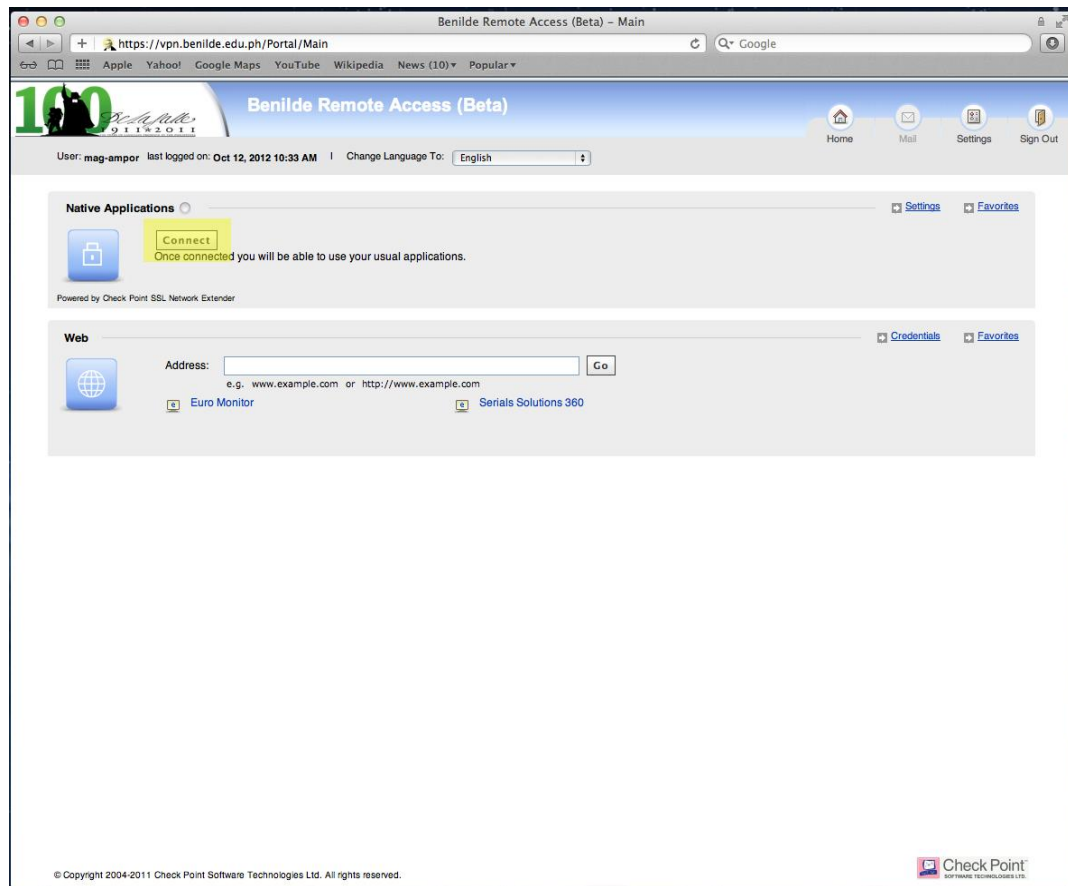


Figure 44

3.4.26. SSL Network Extender will pop-out

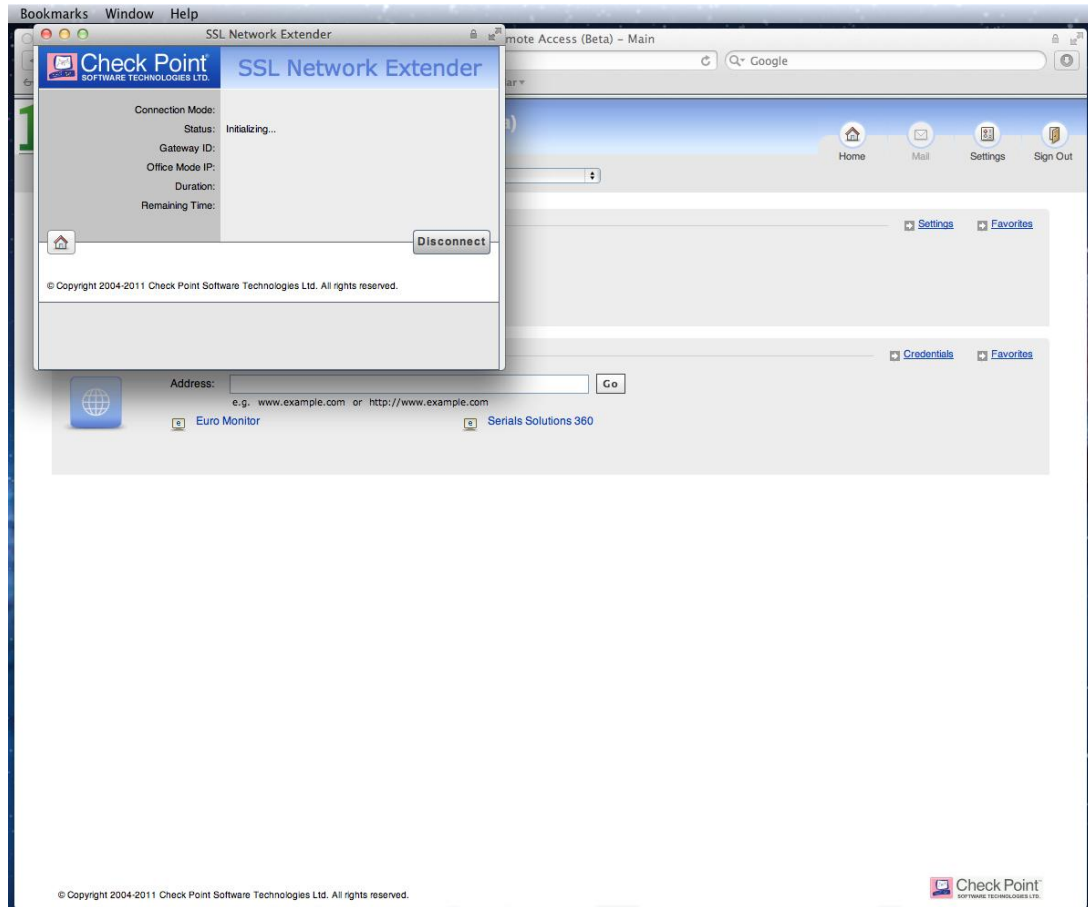


Figure 45

3.4.27. Verify certificate pop-up, click “trust”

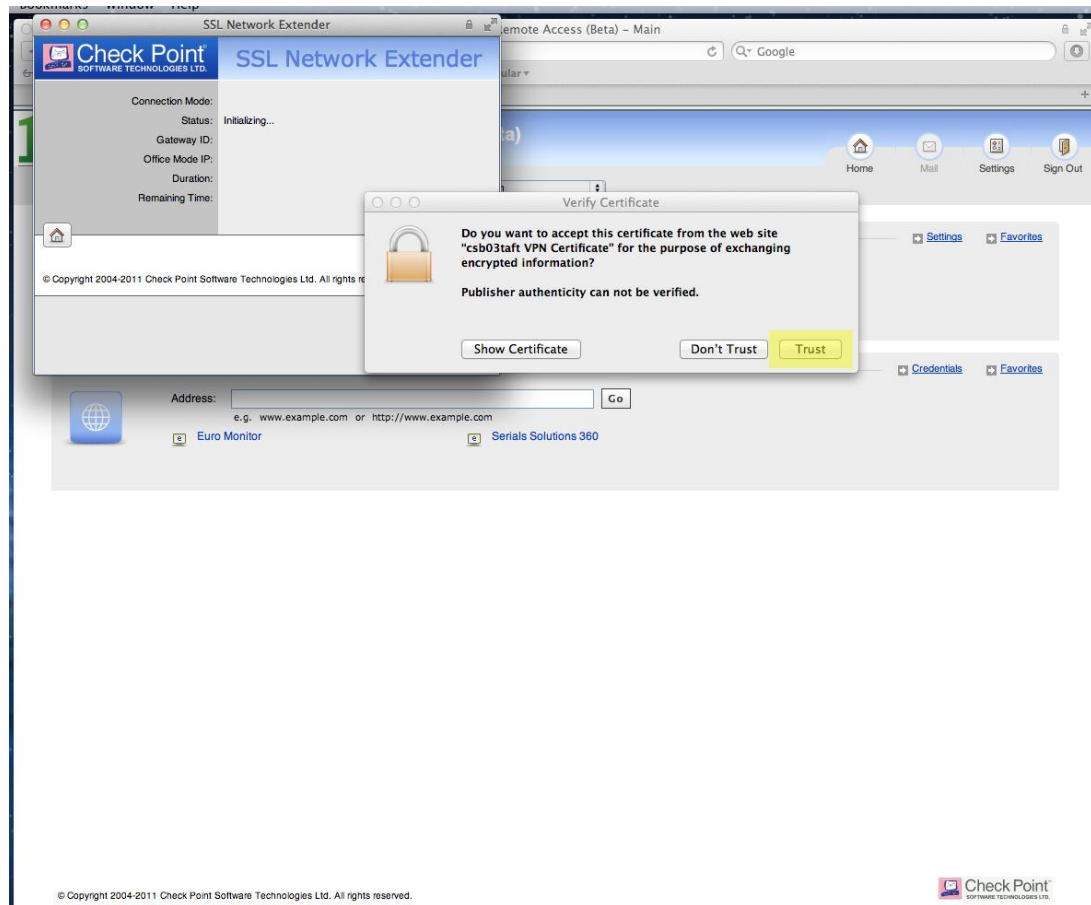


Figure 45

3.4.28. For the Applet pop-up, click “Allow”

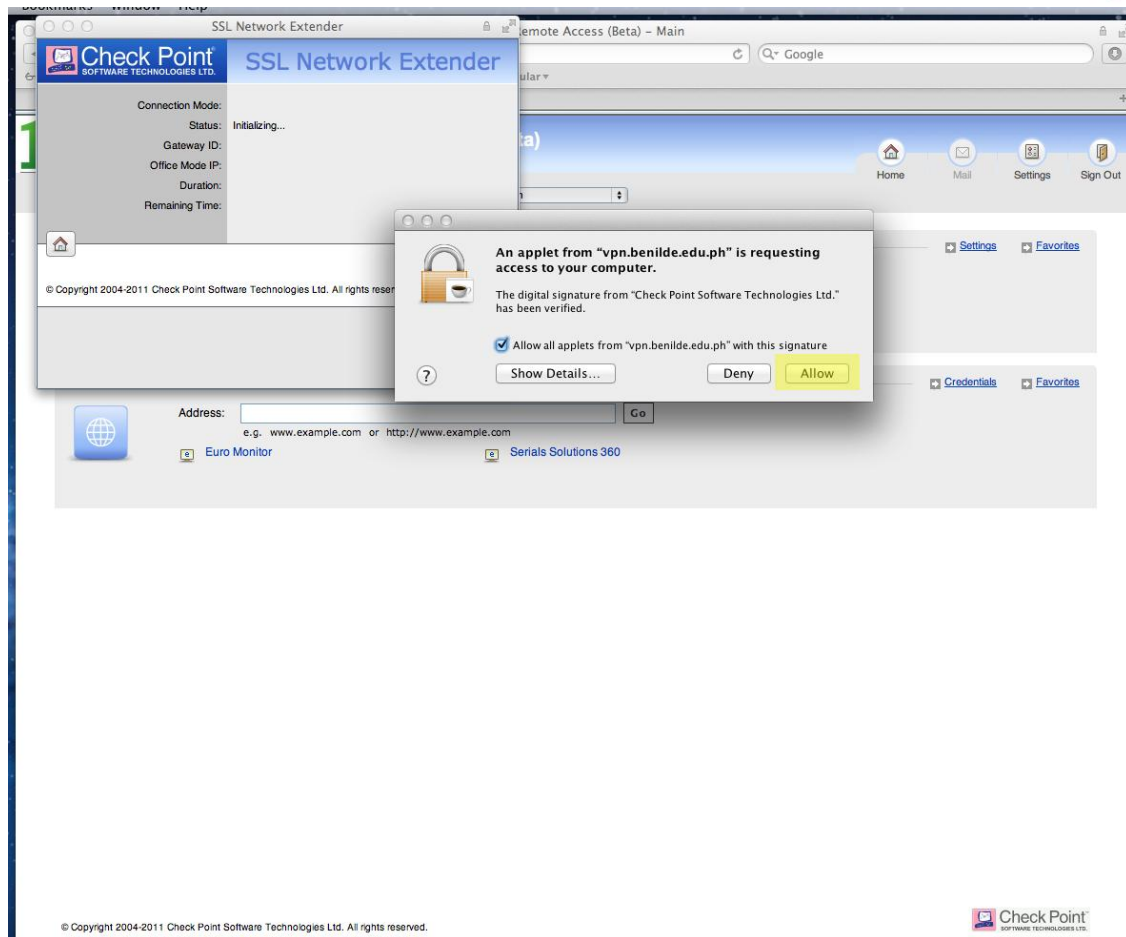


Figure 46

3.4.29. In the Check Point Deployment Agent pop-up, select “Trust Server”

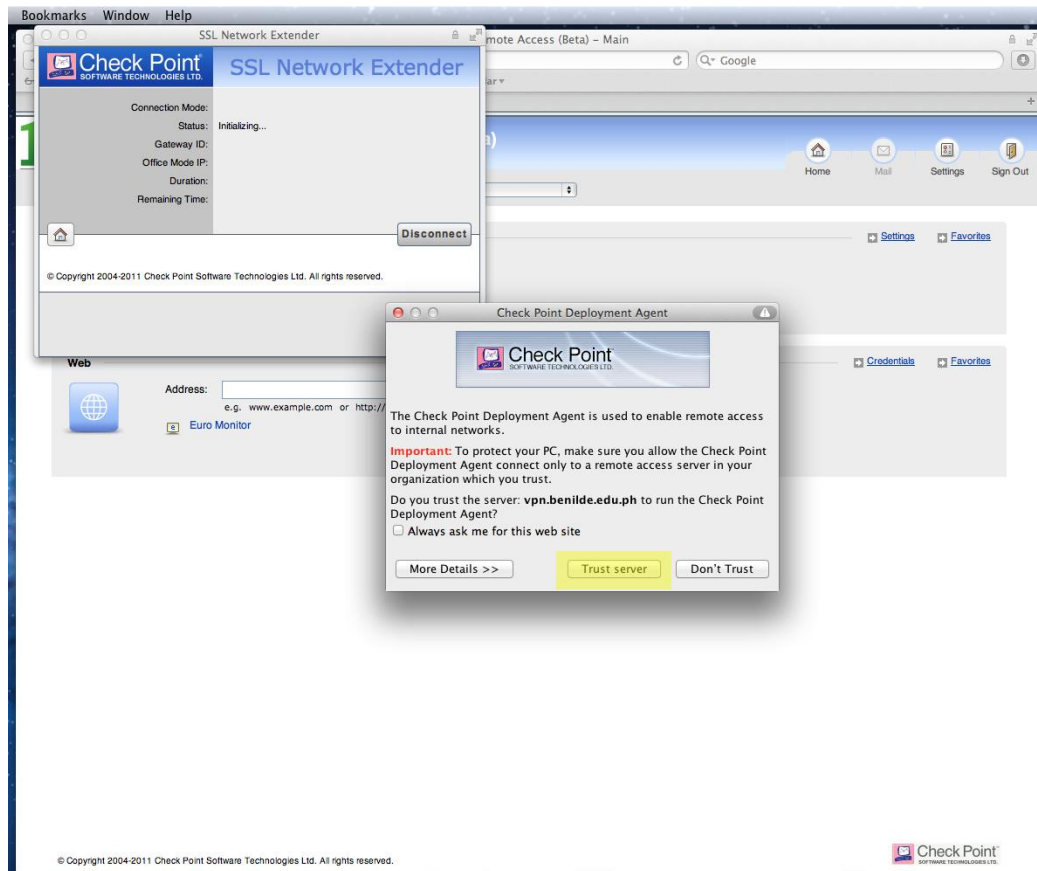


Figure 47

3.4.30. For the Verification of new version SSL Network Extender installed, click “OK”

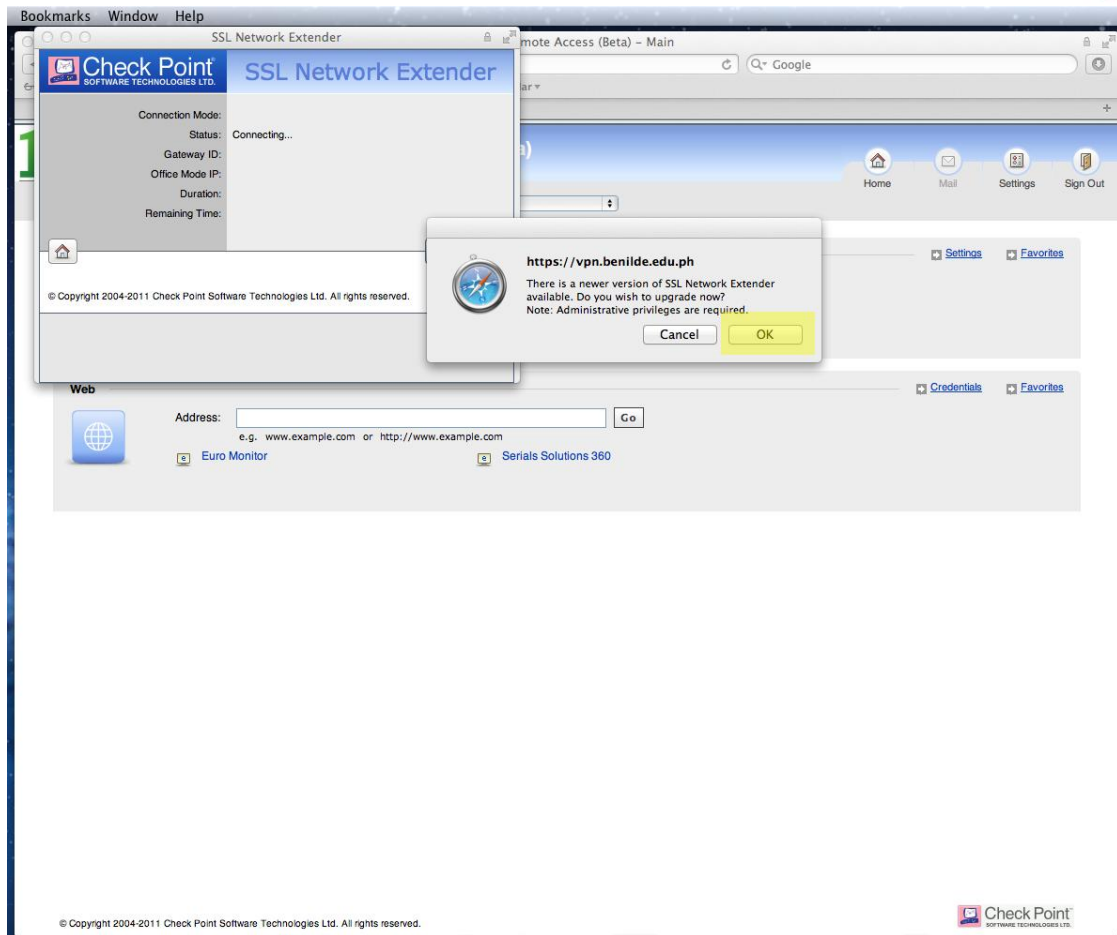


Figure 48

3.4.31. In the installation authentication, use local administrators account.

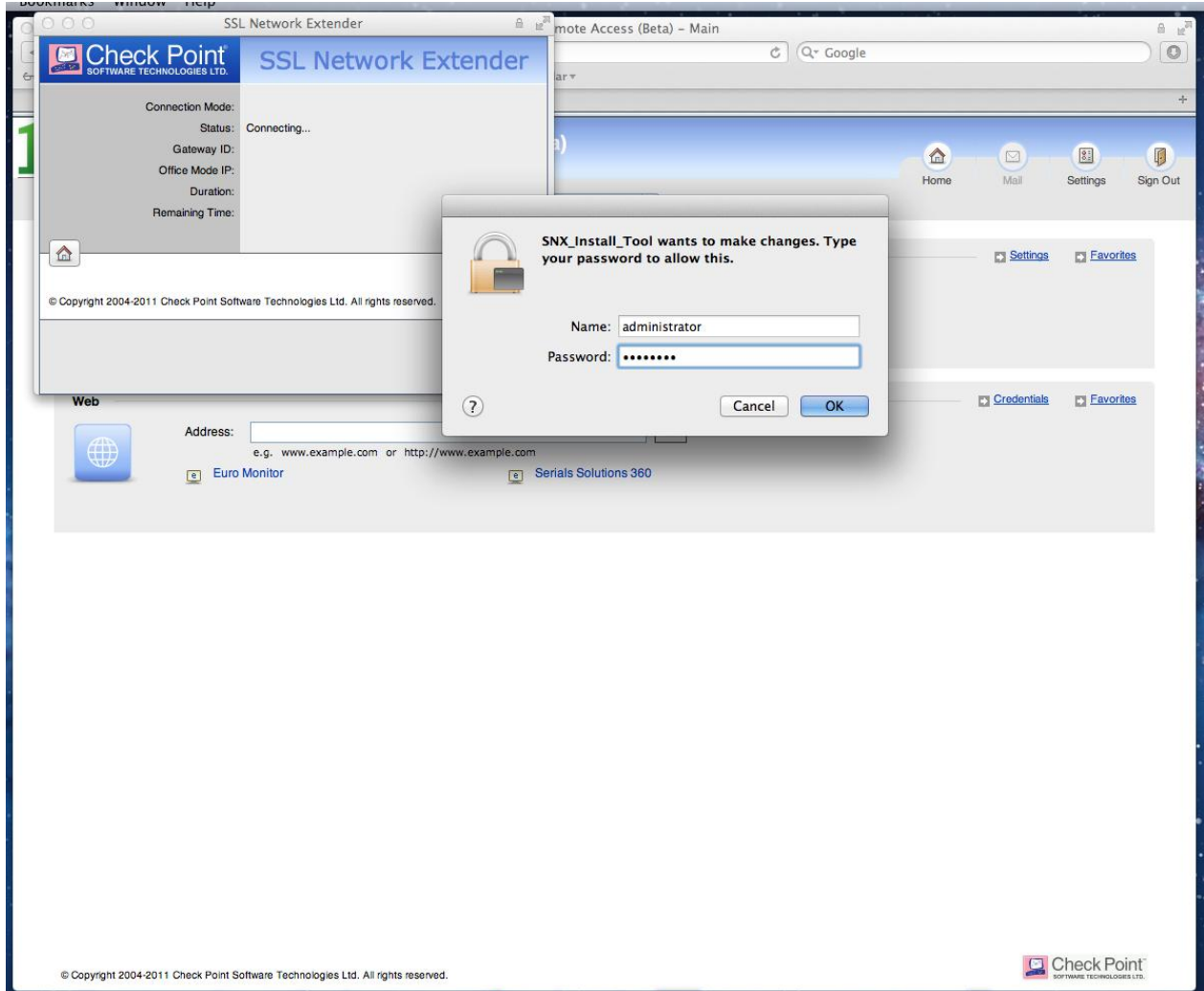


Figure 49

3.4.32. Another SSL Network Extender Gateway will appear and click “YES”

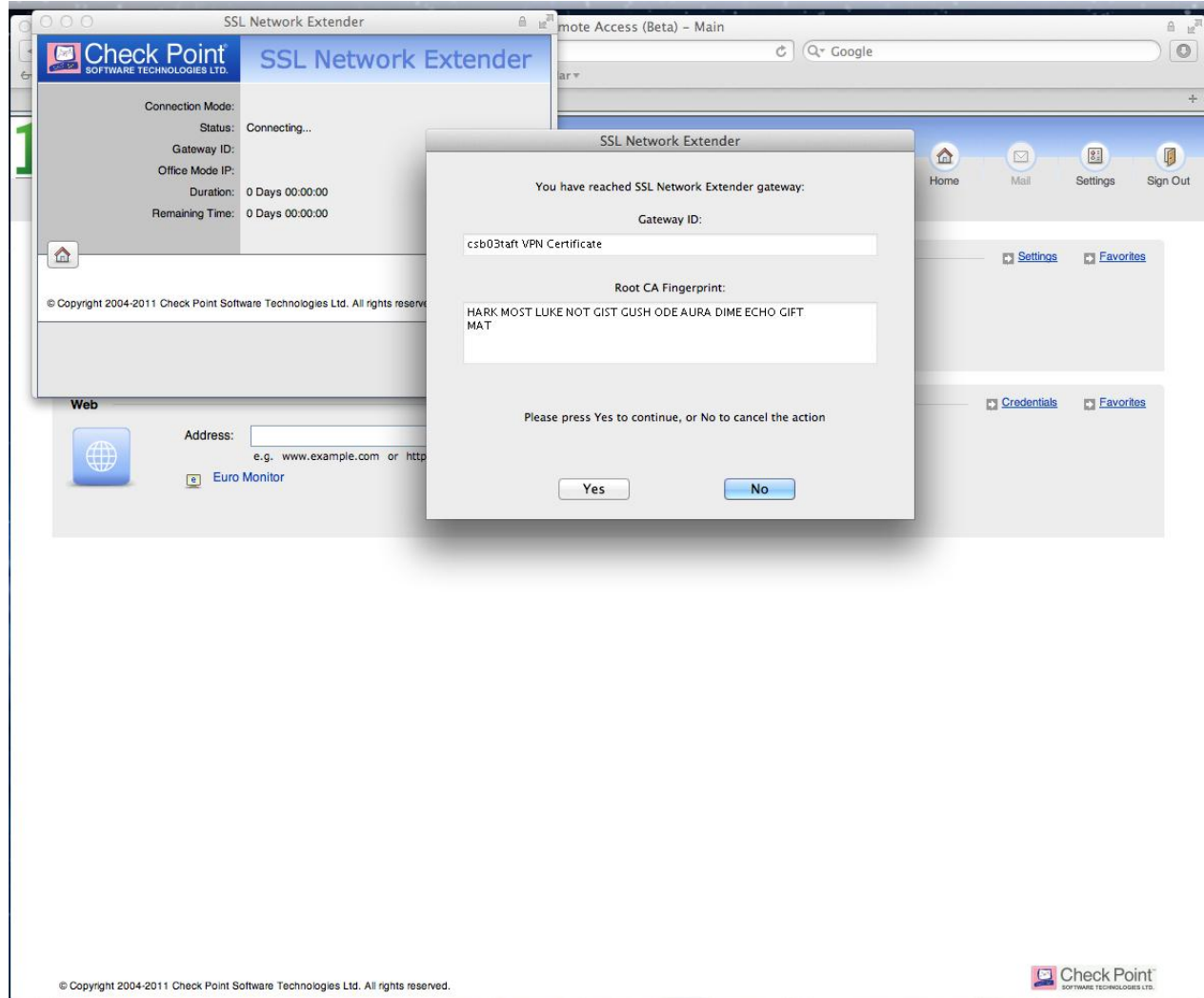


Figure 50

3.4.33. Your connection to Benilde Remote Access is established when you see the “disconnect” button. Start accessing desired applications by clicking them at the “Connection Safe Applications” section.

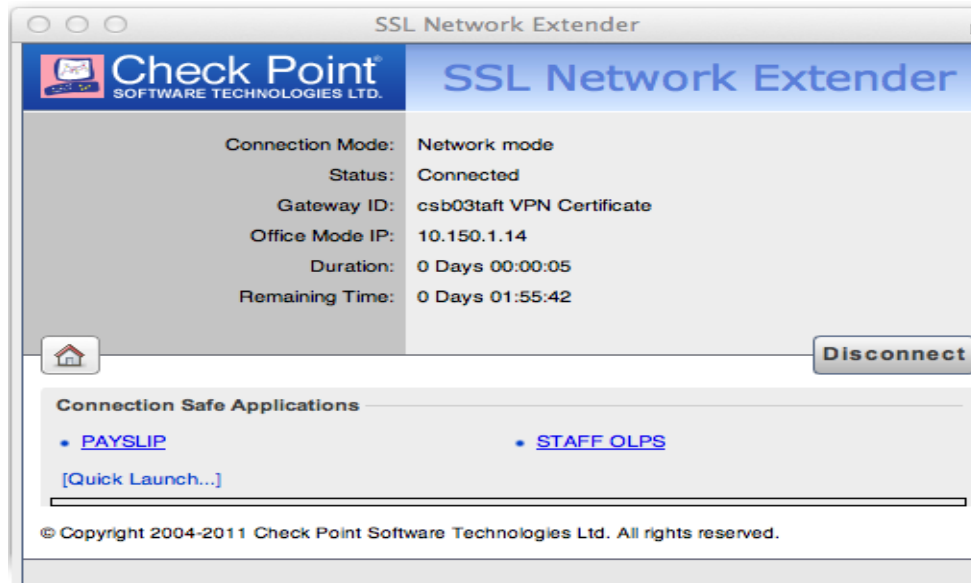


Figure 51